



1st April 2018

Dear Retailer

### **Shop Front Improvement Scheme**

Broxburn & Uphall Traders' Association is pleased to announce continuation of a shop front improvement scheme for Broxburn and Uphall for the period 1st April 2018 to 31st March 2021.

The scheme has been designed to help retailers update and enhance the outside of their property. It is hoped that if enough businesses take part, there will be a positive visual impact on our town centres. This is a grant-based scheme with individual grants of up to £750 available. Funds will be allocated on a first come first served basis and subject to applications meeting the guidelines below.

The following guidelines apply to this award of grant: -

1. One application per rateable property is permitted per three year period and must be in the grant assisted area of East Main Street, Goschen Place, Greendykes Road, Station Road and West Main Street, Broxburn and East and West Main Street, Uphall.
2. A grant of 75% of expenditure incurred will be available – up to a maximum of £750 (maximum qualifying expenditure is therefore £1,000).
3. Applicants should check with Planning Services as early as possible whether a planning application and/or building warrant are required. If applications are required these will be prioritised and the 75% maximum grant will be increased by £100 as a contribution to these costs.
4. Applications cannot be accepted for any works carried out prior to grant approval.
5. Grants must be claimed by 31st March 2021.
6. An award of grant does not imply consent/permission to carry out all the works. All necessary consents or permission, statutory or otherwise, should be applied for and obtained before commencement of the works.

If you wish to take part, please complete the enclosed application form and return to the address noted on the form, together with 2 estimates for the proposed works. Following receipt of this information you will receive confirmation of whether your application has been successful. The grant will be paid out upon submission of detailed documentation indicating the actual expenditure incurred.

Also enclosed is a set of design guidelines, these have been prepared by West Lothian Council's Planning Services. Whilst these are not obligatory, we would ask you to consider the suggestions made and comply with these where possible in order to ensure consistency and quality. If you have any queries relating to the requirement for planning consent please do not hesitate to contact planning on 01506 280000 or email [planning@westlothian.gov.uk](mailto:planning@westlothian.gov.uk).

If you have any queries regarding the scheme, please do not hesitate to contact the undersigned.

We look forward to receiving your application.

Yours sincerely  
Gordon Allan

Gordon Allan, Chairperson, Broxburn & Uphall Traders' Association  
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