



Broxburn & Uphall Traders' Association
UNITING OUR TOWNS IN BUSINESS

SHOP FRONT IMPROVEMENT SCHEME - APPLICATION

Name of Applicant: _____

Company Name (cheque should be made payable to): _____

Address of Rateable Property: _____

Telephone Number: _____

Email Address: _____

Have you checked with Planning Services on the need for a Planning Application and/or Building Warrant? YES/NO (delete as appropriate)

Is a Planning Application required? YES/NO (delete as appropriate)

Is a Building Warrant required? YES/NO (delete as appropriate)

Cost of Planning Application/
Building Warrant where required £ _____

Are you VAT registered? YES/NO (delete as appropriate)

Estimated Start Date of Works: _____

Estimated Completion Date of Works: _____

I acknowledge receipt of the Design Guidelines issued by Planning Department, West Lothian Council, and confirm that I will endeavour to comply with these where possible.

I confirm that, where required, I have applied for all relevant consents or permission, statutory or otherwise (copies attached).

I attach two detailed estimates for the Shop Front Improvement Works, including a full description of the works to be undertaken.

Signed: _____

Date: _____

Applications should be returned to:- Gordon Allan at the company address shown below.

For internal use only

<i>Total Expenditure (Ex-VAT)</i>	£ _____	<i>Grant claimed:</i>	£ _____
<i>VAT</i>	£ _____	<i>Total Awarded</i>	£ _____
<i>Planning Subsidy required?</i>	£ _____		

Gordon Allan, Chairperson, Broxburn & Uphall Traders' Association
c/o Glowworm Books & Gifts Ltd., Unit 2, 5 Youngs Road,
East Mains Industrial Estate, BROXBURN, West Lothian, EH52 5LY