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January 2019

Dear Business Owner

**Shopfront Improvement Scheme**

West Lothian Council in partnership with Linlithgow & Linlithgow Bridge Town Centre Management Group is pleased to operate a shop front improvement scheme for Linlithgow.

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 the town centres. This is a grant-based scheme with Individual grants of up to £750 are available. Funds will be allocated on a first come first served basis subject to applications meeting the guidelines below.

The following guidelines apply to this award of grant: -

1. One application per rateable property is permitted;
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 £160 as a contribution to these costs.
4. No applications for works already undertaken will be processed.
5. 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.
6. The improvement works must have a demonstrable positive impact on the public realm.
7. All decisions are final and there are no rights of appeal.

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 documentation indicating the actual expenditure incurred.

Also available is a supplementary planning guidance document, which has 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 West Lothian Council on the general contact number of 01506 280000 or online at <https://www.westlothian.gov.uk/planning-applications>.

If you have any queries regarding the scheme, please do not hesitate to contact Stewart Ness, Town Centre Manager, on 01506 283240 or email [stewart.ness@westlothian.gov.uk](mailto:stewart.ness@westlothian.gov.uk)

I look forward to receiving your application.

Yours sincerely



Stewart Ness

Town Centre Manager

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Investing in Bathgate Town Centre

Enterprising Bathgate is a business-led project between Bathgate business community, West Lothian Council and the Scottish Government