

## SHOPFRONT IMPROVEMENT SCHEME - APPLICATION

**Name of Applicant: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Company Name (cheque should be made**

**payable to): \_\_\_****\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Address of Rateable Property: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Contact Email Address --------------------------------------------------------------------------------------------**

**Contact Phone Number --------------------------------------------------------------------------------------------**

**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 Shopfront Improvement Works, including a full description of the works to be undertaken.**

**Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

# Applications should be scanned and returned by email to [stewart.ness@westlothian.gov.uk](mailto:stewart.ness@westlothian.gov.uk)

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***For internal use only***

***Total Expenditure (incl. VAT) £***

***Grant claimed: £***