



SUPPORTED BY  
**Burnham-on-Sea  
& Highbridge**  
TOWN COUNCIL



## BUSINESS SUPPORT – ‘SHOP’ FRONT GRANT SCHEME

# Up to £1000 Grant for New and Established Retail/Service Businesses in Burnham-on-Sea

Grants are offered to independent retail/service property owners or lessees who meet agreed criteria in eligible areas of Burnham-on-Sea town centre (including adjacent feeder streets).

The grants are awarded in connection with the Burnham Evolution Plan to encourage new and existing retail/service businesses to enhance and improve their shop fronts and encourage new retail/service businesses to occupy vacant shop premises in the following priority areas of Burnham-on-Sea town centre (properties on feeder streets will be considered):

- **High Street**
- **Victoria Street**
- **Regent Street**
- **College Street**
- **Cross Street**
- **Adam Street**
- **Pier Street**
- **Abingdon Street**
- **Esplanade**

The Grant, of up to **£1000** can be used for permanent visual improvements to retail/service premises and vacant retail/service premises. There is no requirement for the applicant to provide match funding, but applicants are encouraged to provide funding where they can.

External decorations will be considered according to the Neighbourhood Plan policy Cb2 and section 5.2 guidance on façade: <https://burnham-highbridge-tc.gov.uk/your-council/the-future-of-our-towns>. **Applications must be submitted to the town council offices by 14<sup>th</sup> February 2022**

- Premises Fronts/Signage
- Shutter Graphics
- Repairs to structures and/or services.
- Premises Fittings

**FOR FURTHER INFORMATION OR HELP IN COMPLETING THIS FORM PLEASE CONTACT:**

Sally Jones  
Burnham-on-Sea & Highbridge Town Council  
Jaycroft Road  
Burnham-on-Sea  
Somerset  
TA8 1LE

**Email:** [info@burnham-highbridge-tc.gov.uk](mailto:info@burnham-highbridge-tc.gov.uk)  
**Tel:** (01278) 788088

**APPLICATION CRITERIA**

- The retail premises must be located in agreed priority areas of Burnham-on-Sea (as listed) and adjacent feeder roads.
- If the premises are leased, the length of remaining lease must be for more than 12 months.
- The retail premises must not be part of a national or regional chain of operators.
- All works to be carried out to a high standard within agreed timeframe.
- Only one grant per premises and per business may be awarded.
- **Applications must be submitted to the town council offices by 14<sup>th</sup> February.** If grant funds remain after awards are made, subsequent rounds of applications will be promoted and closing dates set.
- When considering an application, the panel will refer to the guidance set out in the Neighbourhood Plan at policy CB2 and para 5.2.
- Burnham-on-Sea & Highbridge Town Council does not guarantee to award a grant to any business and the scheme will end once the funding stream is either exhausted or brought to an end by HTAP.
- Retrospective applications will not be considered.
- **Payment will be made upon completion of works and on production of relevant invoices together with a confirmation by the Council's appointed representative, following inspection, that the works have been completed in accordance with the terms of the grant offer.**
- The decision of the panel is final and it reserves the right to vary the level of grant awarded or reject an application. There is no appeal process.

**Where applicable the following should be supplied with application:**

- Copies of two written quotations for the work
- A copy of written consent for the works to proceed from the owner of the premises (if applicable).
- A copy of description, relevant plans, designs and specification for proposed works and a photograph of existing premises front/interior as appropriate.
- Confirmation of any necessary Planning, Listed Building and Building Regulation approval, as required.

**Assessing the application**

A panel delegated by Burnham-on-Sea & Highbridge Town Council, with an officer of Sedgemoor District Council, will be responsible for considering each application. Each application will be judged on its own merits with regard to how well it meets the scheme's aims and eligibility criteria and its ability to be implemented within the set timescales.

## **Decision on application**

All decisions will be made in writing to the applicant. Burnham-on-Sea & Highbridge Town Council will not enter into a commitment until the acceptance form, which accompanies the grant offer letter, has been signed and received by Burnham-on-Sea & Highbridge Town Council.

- ***An offer of grant must be accepted within 21 days of receipt of the offer letter or the offer will be automatically withdrawn.***
- Acceptance will be by completion and signing the acceptance form which accompanies the grant offer letter.
- All works should be completed by the date specified in the offer letter and receipted invoices received by Burnham-on-Sea & Highbridge Town Council
- Any offer of grant assistance will be subject to the applicant obtaining any planning, listed building, conservation area, building regulation permission or other consents necessary to implement the grant aided works. All permissions must be obtained before the grant is awarded.

## **The grant aided works**

- No grant aided work is to be carried out other than strictly in accordance with the itemised list of works in line with the application and as agreed in the offer letter.
- Works must be completed by the date specified in the offer letter unless agreed otherwise by Burnham-on-Sea & Highbridge Town Council in writing. The applicant must inform Burnham-on-Sea & Highbridge Town Council immediately if the deadline cannot be met. Burnham-on-Sea & Highbridge Town Council will then consider the most appropriate action but is under no obligation to alter the conditions in the original offer letter.

## **The Grant Payment**

- Grants are discretionary and Burnham-on-Sea & Highbridge Town Council reserves the right to withhold payment of the grant in whole or part if any condition of the offer letter has been breached or if the work has not been carried out to a satisfactory standard as judged by Burnham-on-Sea & Highbridge Town Council.
- **The applicant must inform Burnham-on-Sea & Highbridge Town Council upon completion of the works.** Burnham-on-Sea & Highbridge Town Council will then arrange a site visit to inspect the completed works, and collect receipted invoices in accordance with the offer letter.
- Payment will be subject to the applicant having complied with all terms and conditions of the grant scheme and the grant offer. If costs are less than those agreed in offer letter, payment will be reduced accordingly. If the cost of the works exceed the maximum grant awarded as agreed in the offer letter, Burnham-on-Sea & Highbridge Town Council will not increase the grant amount.
- **Payment of the grant will only be made when Burnham-on-Sea & Highbridge Town Council receives copies of paid invoices for the works from the applicant and a satisfactory site visit inspection has been completed.**

## **VAT**

Applicants who are VAT registered will have their grant assessed on the net cost of eligible works; non-registered applicants on the gross cost. If the applicant does not know whether they are VAT registered they must seek advice from HM Revenue and Customs.

**Burnham-on-Sea & Highbridge Town Council liability**

Burnham-on-Sea & Highbridge Town Council administers the scheme, which is funded by Sedgemoor District Council and The Hinkley Tourism Action Partnership. Neither Burnham-on-Sea & Highbridge Town Council nor Sedgemoor District Council, its officers and agents shall at any time be held liable to any person in relation to any loss or damage arising, either directly or indirectly, as a result of compliance by the applicant with these terms and conditions of grant. Award of the grant does not imply that Burnham-on-Sea & Highbridge Town Council or Sedgemoor District Council are expressing a view regarding the business or its products, nor that they accept responsibility for any debts or liabilities incurred by the applicant, the business or the business associates.



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**APPLICATION FORM – CONFIDENTIAL (V3 1/4)**

**‘SHOP’ FRONT GRANT SCHEME**

**THE APPLICATION WILL NOT PROCEED WITHOUT THE FORM BEING FULLY COMPLETED IN BLOCKED CAPITALS, SIGNED AND WITH THE REQUESTED INFORMATION SUPPLIED.**

**ADDRESS OF PREMISES:**

POST CODE:

**APPLICANT’S NAME: (In Full)**

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**APPLICANT’S ADDRESS:**

POST CODE:

**HOME TELEPHONE NUMBERS:**

HOME:	MOBILE:
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**CONTACT EMAIL ADDRESS:**

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**BUSINESS NAME:**

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**BUSINESS ADDRESS:**

POST CODE:

**BUSINESS TELEPHONE NUMBERS.**

BUSINESS:	MOBILE:
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**BUSINESS WEBSITE ADDRESS:**

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**PLEASE INDICATE:**

SOLE TRADER/ LIMITED COMPANY/ LIMITED LIABILITY PARTNERSHIP If Limited Company or Limited Liability Partnership, please give registered office address:
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**DATE BUSINESS STARTED TRADING:**

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ARE YOU VAT REGISTERED?

YES/NO If yes – VAT REGISTRATION No:



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**APPLICATION FORM – CONFIDENTIAL (V3 2/4)**

**IS ANY PARTNER OR DIRECTOR RELATED TO ANY OFFICER OR MEMBER OF BURNHAM-ON-SEA & HIGHBRIDGE TOWN COUNCIL OR SEDGEMOOR DISTRICT COUNCIL**

YES/NO

If yes – please give details

**TIME REMAINING ON LEASE:**

**AMOUNT OF GRANT FUNDING APPLIED FOR:**  
*(Up to maximum of £1000)*

£

**ARE YOU THE OWNER OR LESSEE OF THE PROPERTY?**

If you are the lessee, do you require permission to carry out this work? Yes/No

If Yes, please provide details and a copy of any permissions required.

**PROPOSED WORKS (including proposed colour schemes)**

*(Continue on separate sheet if necessary and add any other information that you feel may be relevant to your application)*

Please attach a photograph of the existing premises front/interior as appropriate.



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**APPLICATION FORM – CONFIDENTIAL (V3 3/4)**

**Have you obtained professional advice concerning planning permissions, listed building consents and building regulations? Yes/No**

If permissions are needed and have already been obtained, please attached copies of these to this application form.

Planning permission	Yes/No
Listed building consent	Yes/No
Building regulations	Yes/No

**FOR INTERNAL USE**

I confirm that the above business premises are eligible for the Business Support Grant Scheme, and meet the required criteria.

Signed: Town Clerk: ..... Date:.....

**DECLARATION** please read carefully

1. I have provided Burnham-on-Sea & Highbridge Town Council with two quotations for the work to be undertaken.
2. I have provided a copy of the building owners' written consent for the works to proceed.
3. If applicable, I have provided the mortgagee's written consent for the works to proceed.
4. I confirm that my business has all the necessary permissions and licences to operate.
5. I confirm that any necessary planning or building regulations approval for improvements has been obtained.

6. I understand that all works are to be completed by the date specified within the offer letter - around 20 weeks from the date of formal grant approval provided in writing by Burnham-on-Sea & Highbridge Town Council. **Work must not commence prior to formal grant approval.**
  
7. I consent to all documentation submitted being made available for Burnham-on-Sea & Highbridge Town Council's use in connection with administering the grant process. I understand that any personal information provided on this form will be used to process the application and may be used to monitor the support of projects. Personal data will only be held in accordance with Data Protection legislation. I also understand that the Council is bound by the requirements of the Freedom of Information Act 2000.
  
8. I consent to Burnham-on-Sea & Highbridge Town Council seeking information concerning the viability of the business and/or personal circumstances from Sedgemoor District Council, or public sector body (if appropriate), Bank, HMRC, etc.
  
9. I understand that Burnham-on-Sea & Highbridge Town Council reserves the right to recover all/or part of the grant if any information supplied is found to be inaccurate or misleading, or if I am found to have improperly attempted to influence the decision of any officer or any member of the Council in the award of a grant. In the event that I am required by Burnham-on-Sea & Highbridge Town Council to repay the funds to the Council I will do so within a period of 30 days.
  
10. I have read and understand the criteria for application and the accompanying notes and agree to comply with the Business Support Grant Scheme. I am aware that false declarations will invalidate my application.
  
11. I understand that any payment will be made electronically directly into my business bank account.
  
12. I understand that Burnham-on-Sea & Highbridge Town Council is under a duty to protect the public funds it administers. The Council may check information provided to it, with other bodies responsible for auditing or administering public funds and with other information it holds, in order to prevent and detect fraud.
  
13. I confirm that the details given in this application are full and accurate.

**Signed:** ..... **Date:** .....





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**APPLICATION FORM – CONFIDENTIAL (V3 4/4)**

**BUSINESS BANK DETAILS:**

Please give details of the **bank account:** grant to be paid into:

**NAME OF BANK:**

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**ADDRESS:**

POST CODE:

**ACCOUNT NAME:**

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**ACCOUNT NUMBER:**

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**SORT CODE:**

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**FOR INTERNAL OFFICE USE ONLY:**

<b>Date Application Received:</b>	
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Works carried out:	Cost of Works:	Amount Claimed:
'Shop' Front	£	£
Signage	£	£
'Shop' Fitting	£	£
Repairs to structure and/or services	£	£
Other	£	£

<b>2 quotations received</b>	<b>YES</b>	<b>NO</b>
<b>Copy of Written consents received</b>	<b>YES</b>	<b>NO</b>
<b>Copy of Design &amp; Plans received</b>	<b>YES</b>	<b>NO</b>

<b>Photograph of existing premises front/interior as appropriate</b>	<b>YES</b>	<b>NO</b>
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<b>Date works completed:</b>		
<b>Invoices Received:</b>	<b>YES</b>	<b>NO</b>
<b>Site visit inspection completed:</b>	<b>YES</b>	<b>NO</b>
<b>Name of person making inspection:</b>	<b>Post/Role:</b>	<b>Signature:</b>
<b>Date of inspection</b>		
<b>Completion works photograph &amp; editorial for PR arranged.</b>	Burnham-on-Sea & Highbridge Town Council Comms & Marketing Officer	<b>YES      NO</b>
<b>Any other relevant notes :</b>		