



Lancing Vision Delivery Partnership

Shop Front Improvement Grant Scheme

The Lancing Shop Front Improvement Grant Scheme is a Lancing Vision Delivery Partnership project funded from Adur District Council and the Government's Town Teams Grant. There is a maximum of £20,000 in the scheme for distribution throughout Lancing's Village Heart. Eligible businesses can apply for grants of up to a maximum of £1,000 which cannot be more than 50% of the overall cost of the project.

The objectives of the programme are to:

- Refurbish dilapidated buildings
- Encourage investment in Lancing Village Heart
- Support businesses
- Create jobs
- Bring vacant properties back into commercial use

Businesses and property owners of commercial premises within the area of Lancing Village Heart may apply for grant assistance to improve the frontage of their buildings.

1. Eligible Work

- Repair and restorative work to the frontage of a building that will result in a significant improvement to the street scene.
- The creation of new shop fronts based on the Shop Front Guide.
- The eligible parts of the building are normally the whole street frontage from the pavement up to the main roof. Both elevations are eligible for corner buildings.

1a. Works may include:

- Repair/refurbishment of external structures, including walls, guttering, downspouts, steps, windows and doors.
- Reinstatement or restoration of external architectural features or details.
- Repair, replacement or reinstatement of blinds.
- Removal and replacement of inappropriate alterations such as UPVC and aluminium windows, modern shop fronts and plastic fascia's.

- Quality sign writing to fascias, display windows and traditional hanging signs.
- Replacement of glass windows affected by etched graffiti.
- Provision of disabled access.
- Security lighting.

(n.b. Other items of work not listed may still be eligible).

2. Eligible Costs

Professional fees, permits and consents, scaffolding, hoardings, labour and materials are all eligible costs.

The maximum grant available to each eligible business will be £1,000. Applications will be considered by a panel from the Lancing Vision Delivery Partnership and offers of grant are subject to the approval of the panel.

3. Conditions of Grant

1. Do not start work until a grant offer has been made in writing.
2. All work must be carried out in accordance with the schedule of work agreed by the Lancing Vision Delivery Partnership and in accordance with the attached shop front guide. Grant payment will be made only if the works are completed in conformity with the agreed specification and upon production of an accurate account for the cost of the work issued by a registered builder, or where the grant only relates to the cost of materials, the production of receipts for such materials. Payments may be withheld if the works have not been carried out in conformity with good building practice.
3. Applicants are encouraged to employ a supervising architect or surveyor. Estimates and final accounts must be presented in a clear and itemised manner. If an architect or surveyor is not supervising the work, the general contractor should be responsible for arrangements.
4. In some cases minor work such as basic surface preparation, cleaning, painting etc. may be carried out by the applicant and/or volunteers. Such work must be itemised and clearly identified in the application. The work must meet all statutory requirements and comply with all relevant British Standard specifications and codes of practice.
5. You must submit three itemised and directly comparable estimates. In certain cases you may need to agree the schedule of works with a Planning Officer of the Council prior to obtaining estimates.
6. Grant approval does not give approval under the Planning Acts or Building Regulations. All statutory approvals including, where appropriate, Planning Permission, Listed Building Consent and Building Regulation Approval must be obtained before work starts. Grants will be subject to a condition requiring that all

relevant permissions be obtained before starting work. If the correct consents are not obtained, the grant offer will be cancelled and payment withheld.

7. A current photograph of the existing shop front is required for all applications. If your business is awarded a grant for improvements, a second photograph must be submitted once the works are complete.

4. Submission and Evaluation of Applications

In order to apply for a grant, you will need an application form, which can be found online at www.adur-worthing.gov.uk/regeneration/lancing-vision. You must complete the application form in full and you are advised to provide as much information as possible about your project in support of your application. It is important to remember that three estimates **must** be included with each application. Commercially sensitive information will be treated confidentially. An incomplete submission will delay consideration of your application.

Applications and enquiries should be addressed to Joanna Malandain, Assistant Regeneration Officer, Portland House, 44 Richmond Road, Worthing, West Sussex, BN11 1HS. Alternatively you can email your completed application form together with any scanned supporting documents to joanna.malandain@adur-worthing.gov.uk.

Completed applications will be considered by members of the Lancing Vision Delivery Partnership once they are received and any grant offer will be subsequently made.

5. Conditions of Offer

If your application for a grant is successful the Partnership will write to you with a formal offer setting out certain conditions for your acceptance including:

1. Compliance with the provision of the Planning Acts and Building Regulation
2. Provision of final accounts and itemised receipts in respect of works carried out
3. Agreement to acknowledge the grant funders in all publicity about the scheme
4. Other technical conditions as necessary
5. Offers of grant must be accepted in writing within 14 days of receipt of the offer
6. Works must be completed and documentation submitted within the deadline set out in the offer letter