



## **Market Towns Shop Front Improvement Scheme**

The application process is straight forward

What you need to do:

Decide what work you would like to do (e.g. signage, painting, re-pointing, windows, door/s, shop surround etc.).

Determine if the work requires planning permission. For most improvements planning permission is not needed. However, it is the responsibility of the applicant to determine if planning permission is required, you can contact Development Control on 01773 841571 or email [development@ambervalley.gov.uk](mailto:development@ambervalley.gov.uk) for more information.

Contact the necessary contractor/s to provide you with a quote. Multiple quotes must be comparable and itemised if/where necessary. If you have an idea what you want to do give the same specification to each contractor for consistency and if/where applicable have quotes itemised.

If you have a budget, make this clear to the contractor, that way they can quote what is possible within your budget.

Works costing:

- Up to £250 - one quote is required
- £251 and over two quotes are required

*Why do I need to get more than one quote for some of the work?*

It provides an indicator and evidence of how much the work will cost. It is also beneficial to you as a business so you can ensure that you are getting value for money.

Complete the application form and submit.

Each application is considered by a Grant Panel, and the decision process once an application is submitted is fairly quick. If your application is successful, the work must be complete within eight weeks of the approval date or by 31<sup>st</sup> March 2022 (whichever is the lesser timeframe), I would suggest mentioning this to the contractor quoting for the work/s.

Sometimes application forms and processes can be confusing and may put you off. The Project Manager, Allison Rose-Harrison would be happy to discuss any ideas and assist you with the application process. Why not pick up the phone to have that chat, there is no obligation to apply, so why not get in touch.

I look forward to hearing from you.

**Allison Rose- Harrison, Economic Development Officer**

**Amber Valley Borough Council**

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