



Elmbridge Business Boost

Application form

The information to be filled out in this form is to be used for the purpose of processing an application for the Elmbridge Business Boost and assessing the suitability of the proposed project. For more information about the scheme and how to complete this application, please read the guidance notes before completing the application available at [Elmbridge Business Boost](#).

If you are seeking shop or street scene improvements, please complete all questions. For High Street Boost complete all questions except Q7- Q10.

1. Business/organisation name and business address

2. Applicant's name

3. Telephone/email

4. Where did you find out about Business Boost?



5. Address for correspondence

6. Type of application (see appendix A of Guidance notes)

| | |
|--|--------|
| Shop front or Signage improvements | Yes/No |
| Empty shop improvement | Yes/No |
| Street scene and street furniture improvements | Yes/No |
| High Street Boost | Yes/No |

7. Address of property being improved (if applicable)

8. If you are seeking improvements to a property do you

| | |
|---|-------------------------------|
| Own the premises? | Yes/No |
| Rent the premises? | Yes/No |
| Lease the premises? | Yes/No |
| When will the lease/freehold run out? Please include documentation to confirm lease agreement. | Date lease/freehold runs out: |
| Other – please explain | |



If you rent or lease the property you will need to include the landlord's written consent to make the improvements

9. Business Rates - Please provide relevant business rates numbers.

10. Are you VAT Registered? If yes, please provide relevant numbers.

11. Do you have planning permission/met building control regulations to undertake this work? Please include planning permission reference.



12. Description of the proposal, the benefits and how it meets Elmbridge's Vision 2030. How does the proposal contribute to local economic development?

13. The council has declared a climate emergency. Tackling this climate emergency requires action from across the Elmbridge community. Please detail how your business mitigates its impact on the environment and how you will minimise the environmental impact of this project.

14. List all the drawings, plan numbers and project documents etc. forming part of this application as appropriate.



15. Have you, this business or community group received an ECIF, Business Boost, Digital or Start-up grant from Elmbridge Borough previously. Please state the grant and the date.



16. Please summarise costs under the in the appropriate box below (please only complete one box):

| | |
|--|--|
| Shop front and signage (except for empty shop) | |
| | |
| | |
| Total | |

or

| | |
|--------------|--|
| Empty Shop | |
| | |
| | |
| Total | |

or

| | |
|--|--|
| Street scene and street furniture improvements | |
| | |
| | |
| Total | |

or

| | |
|-------------------|--|
| High Street Boost | |
| | |
| | |
| Total | |

Please include two comparable quotes, including VAT if applicable. Also include a current photo of the shop front and interiors, and any mock-up drawings for new work if applicable.

Refer to [guidance notes](#) for more details.

17. How much is being sought from Business Boost?

| | |
|---|--|
| Total amount applied for | |
| Contributions from third parties | |
| Contribution made by the applicant/business/organisation (a minimum of 50%) | |
| Reserves | |



| | |
|---|--|
| Names of other parties you are seeking funding from | |
|---|--|

18. Supporting information – please refer to the guidance notes and include as appropriate with your application. Have you included the following documents?

| | |
|---|--------|
| Two comparable quotes, as appropriate to work being undertaken. Including VAT if applicable | Yes/No |
| Current photos of the shop front and interiors | Yes/No |
| Mock-up drawings or images of new work | Yes/No |
| Planning/building control documents | Yes/No |
| Lease/freehold document | Yes/No |
| Licence/certificate | Yes/No |
| Permission from landlord to carry out works | Yes/No |

We may require further documents or information, depending on your individual circumstances. If that is the case, we will let you know as soon as possible. Please note that we may check your payment history as part of the application process.

19. Declaration

When you have completed the application, please sign this declaration and return the completed form as directed in the cover sheet.

Name

Position

To the best of my knowledge the information I have provided on this application form is correct. If Elmbridge Borough Council agrees to make a grant, this will be used exclusively for the purposes described and we agree to acknowledge Elmbridge Borough Council's support in all initiatives/ literature and permanent fixtures.

I agree to inform the Business Boost co-ordinator if I receive funding towards this project from other organisations and failure to do so may affect my application.





Privacy Notice: By signing this form the applicant agrees to Elmbridge checking business rate accounts, licensing and planning history; the information on the form being stored in the Elmbridge Civic Improvement Fund's manual filing system and summarised in the council's Information, Communication and Technology (ICT) system for the sole purpose of grant processing, analysis and accounting. Information about the project may be publicised on the council website and in public material for publicity purposes and to increase awareness about the Business Boost Fund. Personal information will not be disclosed without the prior agreement of those concerned, unless required by law. For further information on the [council's privacy policy](#).

Signed

Date