



**West Lothian
Council**



Broxburn & Uphall Traders' Association
UNITING OUR TOWNS IN BUSINESS

SHOPFRONT IMPROVEMENT SCHEME - APPLICATION

Name of Applicant: _____

Company Name (cheque should be made payable to): _____

Address of Rateable Property: _____

Telephone _____

Email _____

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. These can be found at <http://www.westlothian.gov.uk/1210/town-centre/219/>

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 and visuals of any proposed signage.

Signed: _____

Date: _____

Applications should be returned to:-
Suzanne Scott, BIDs Manager, West Lothian Council, Bathgate Business Centre, 6 Whitburn Road, Bathgate, EH48 1HH

For internal use only
Total Expenditure (incl. VAT) £
Grant claimed: £