

Comhairle Contae **Lú**  
**Louth** County Council

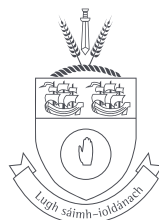
**Economic Development Unit**

# Shop Front Improvement Grant Scheme

The purpose of this scheme is to foster good design practices which respect the character of streetscape in terms of detailing, materials and finishes. The encouragement of high quality commercial frontages which use a variety of architectural styles which need not duplicate established architectural approaches but should conform to the scale, massing, height and urban grain of the subject building and also contribute to the overall aesthetic, appearance, character and heritage of the urban environment. When considering changes to the shop front please refer to Louth County Council Guidelines and the Louth County Development Plan and the Drogheda & Dundalk and Environs Plan's.

**Your Council**

**for Your  
Community**



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## SHOP FRONT IMPROVEMENT SCHEME GUIDELINES

### Applying for a Grant

1. Details of proposed works including drawings or even minor details to the facade should be included with the completed grant application form.
2. Retrospective applications for works already undertaken will not be accepted.
3. Should applicants wish to undertake work themselves: a grant will be paid towards material costs only.
4. An itemised list of proposed works must be submitted with each application.
5. An estimate for the cost of works must be submitted with each application. The Council reserves the right to request further quotes if it is deemed appropriate.

### Eligibility

1. Non domestic commercial property within the town (former) Urban boundary of Dundalk Town Council, Drogheda Borough Council or Town Council of Ardee.
2. Grants will only be offered to independent businesses. No grants are available to businesses that are part of national or international chains.
3. Grants will not be offered in respect of works already completed (as of Friday 10th March 2016).
4. Grants will not be paid in respect of properties included on the Derelict Sites Register.
5. Maximum Grant – 50% of cost up to a maximum of €2,000.

### Eligible Works \*

**Eligible works under the scheme may include:**

1. Repair and reinstatement of all or any part of a shop front fixture that is visible from the street, including the first and second floors of premises. We wish to encourage the reinstatement of architectural or historic features that have formed part of the buildings' design and character but may have been lost or damaged over time.
2. Retention of original shop front and reinstatement of original features will be encouraged. New shop fronts in a traditional style should be based on the guidance below and nearby examples. Modern designs will also be supported: however, these must use high quality materials and be sympathetic to the immediate area.
3. Repainting of shop fronts in suitable colours.
4. Repair and reinstatement of guttering and down-pipes to match historic materials.
5. Repainting and/or re-rendering of prominent elevations in a suitable heritage style.
6. Repair of external stonework and brickwork and replacement of stonework or brick-work which forms part of the stall riser of the shop front.
7. Pedestrian access improvements, which in particular support the Age Friendly Initiative.
8. Signage. Removal and replacement of neon signs, banners or other inappropriate signage affixed to front elevations (or side elevations visible from the street) and replacement with signage more appropriate to the Shop Front Design.

### Will I Require Planning Permission?

Virtually all works that alter the exterior of buildings will require Planning Permission. A separate planning application will be required to show the extent of all new work. It takes the Council about two months to decide on a planning application. You need to incorporate this into your timetable for carrying out your project. If you would like to discuss whether your proposals require planning approval please contact the Planning Department of Louth County Council on 1890 202 303. Grants may be granted provisionally subject to planning.

Ineligible Expenditure

- The scheme will not support:
- 1. Improvements to residential property.
  - 2. Retrospective applications i.e. work already completed or underway as of 11th March 2016.
  - 3. Structural repairs including re-roofing.
  - 4. Internal repairs and alterations.
  - 5. External security features, such as CCTV systems.

Application Procedure

- 1. Applicants should assess their own eligibility (including need for planning) and return the application Form along with estimate for works (details on how to return your application are below).
- 2. Applications should clearly identify each element of the works proposed.
- 3. Application should be accompanied by:
  - Photographs of existing shop front
  - Sketch of proposed changes
  - Elevation and cross-sectional drawings of shop front
  - Indication of material type and colour scheme to be used
  - Ordnance survey site location map outlining the applicable property
  - A written quotation for the works proposed
  - A copy of a C2 or Tax Clearance Certificate for the proposed builder/contractor
- 4. A site visit may be arranged with the applicant to discuss the application and if necessary request further information.
- 5. A Selection Board will be set up to select suitable applications and to place them in order of priority. The decision of the Selection Board is final in relation to all applications under this scheme.
- 6. If the application is successful, Louth County Council will send a Grant Offer Letter, confirming the grant offered in accordance with the guidelines.
- 7. Any alterations to design and/or materials must be agreed in advance and recorded on the work schedule. No grant will be paid to any project where changes are made that have not been agreed with Louth County Council.
- 8. Further site visits may be made during the period of work to monitor progress.
- 9. When work is complete, an inspection may be undertaken to ensure compliance with the agreed work schedule.
- 10. Given the inspection is satisfactory and works complete the applicant should submit evidence of paid contractor invoices to Louth County Council.
- 11. Louth County Council will then pay the applicant the sum agreed as per the Grant Offer Letter.

Shop Front Improvement Scheme Application Form

Name:.....

Address: .....

.....

Contact Name: ..... Contact No.....

Description and Location of Project: .....

.....

Planning Application Reference (if applicable) .....

Estimated start date: ..... Est. completion date:.....

What is the estimated cost of this project:.....

Maximum grant will be 50% of cost up to a maximum amount listed in each category.

**You may only choose 1 category from the list below:**

- ☐ Replace existing aluminium or plaster shop front with traditional shop front — Maximum Grant €2,000
- ☐ Paint traditional shop front — Maximum Grant €1,500
- ☐ Replace plastic/box signs with painted wooden fascia and individual or painted letters or with painted traditional hanging signs—maximum Grant €1,500
- ☐ Illumination — Maximum Grant €1,000
- ☐ Painting of a parade of shops — €800
- ☐ Replace shutters — €1,500

For what will these funds be used: .....

.....

Note: Please provide a detailed breakdown and a written quotation for the total estimated cost of the project and ensure that all the necessary documentation is included with this application:

DECLARATION

I/WE declare that the information provided is true and correct

Name (Block Capitals): .....

Position Held:.....

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

Completed forms should be returned to: Economic Development Unit, Louth County Council, Town Hall, Crowe Street, Dundalk, Co Louth Or Email to: shopfrontgrant@louthcoco.ie

General Provisions

- 1. Planning Permission is required for most works to shop fronts. This includes significant works, such as the construction of new or replacements shop fronts, but may also include lesser scale works such as alterations to existing shop fronts, the erection of security grilles and shutters and the installation of canopies.
- 2. Grants are awarded entirely at the discretion of the Council.
- 3. Applications may be made by the owner of premises or by the lessee with the owner’s written consent.
- 4. Applications may not be considered where there are local taxes or charges due to the Council.
- 5. This initiative will operate in 2016 and 2017.
- 6. The grant must be used for the purpose intended, as outlined in the Grant Offer Letter.
- 7. Where planning permission is required, the grant will only be paid to the proposal which have been granted planning permission. Nothing in the agreement or negotiation of the grant will affect the Council’s decision over planning permission. An offer of agreement in principle will be made until planning permission has been granted. Only then may a Grant Offer Letter be issued and works commence.
- 8. The applicant must inform Louth County Council of any changes to the business or changes of business address and telephone number.
- 9. The grant must be taken up within the period stated in the grant offer letter unless a prior arrangement is made.
- 10. Any grant must be taken up within the period stated in the grant offer letter, unless a prior arrangement is made.
- 11. Payment will be made in arrears upon production of the grant claim form, along with supporting documentation (e.g. copies of paid invoices).
- 12. Completed application forms should be returned to:

Louth County Council,  
Economic Development Section,  
Town Hall, Crowe Street, Dundalk,  
Co. Louth, A91 W20C  
**E:** shopfrontgrant@louthcoco.ie  
**P:** 1890 202 303  
**www.louthcoco.ie**



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