

# TIVERTON SHOPFRONT ENHANCEMENT

## GRANT SCHEME CRITERIA



### THE SCHEME

The Council has allocated funding for the purpose of making grants towards the cost of improving commercial buildings within Tiverton Town Centre. These notes are for the guidance of applicants seeking such assistance under the scheme.

#### 1 Eligible Buildings and Applicants

- 1.1 Buildings eligible for grant assistance from the Council are commercial buildings that are situated within Tiverton Town Centre within the area on the attached map.
- 1.2 Applicants may be either the freehold owner or lessee; short hold tenants may also apply. Tenants of District Council-owned premises are eligible for grant assistance only where the proposed work is not the responsibility of Mid Devon District Council as landlord.
- 1.3 Small or micro businesses are eligible and all charities and social enterprises. Retail, cafés, restaurants, pubs, financial/professional services, tourism and leisure are eligible. Other cases will be considered on their merits.
- 1.4 As long as individual buildings meet the eligibility criteria, there are no rules limiting a) the number of buildings owned by a single landlord within the town or b) the number of buildings within a street or area of the town centre to receive a grant. Every application for a separate shop-front unit will be looked at on its own merits.
- 1.5 This is a limited pot of funding, therefore to ensure the funding helps as many distinct shopfront units as possible, applications for repeat funding within 3 years of a previous shopfront grant award by the same business for the same unit are unlikely to be successful.

#### 2 Eligible Works

- 2.1 Tiverton Shopfront Enhancement Grant Scheme is a limited scheme for the enhancement and regeneration of Tiverton Town Centre. It focuses on painting, decorating, fascia repairs and signage improvements, guttering and lighting improvements etc with the end aim of enhancing the appearance of the town centre.
- 2.2 The small grant scheme will normally cover painting, minor repairs or signage.
- 2.3 Applications from upper-floor/basement business occupants can be allowed. Repairs for shopfronts should be for anything that faces the street as long as it has a street-level repair need and relates to the commercial usage of the building
- 2.4 Retrospective applications for work already started or completed are not eligible for funding under this Scheme.
- 2.5 The decision as to whether any works proposed are eligible for grant shall be at the sole discretion of Mid Devon District Council.

### **3 Amount of Grants**

- 3.1 The scheme will offer grants of 50% of the total eligible estimate, up to a maximum of £2,500 per property (total spend £5,000).
- 3.2 Total project costs must not include VAT that is recoverable. Statutory fees (eg Planning Application fees) are not eligible costs for funding (although can be included in total project costs).

### **4 Application for Grant**

- 4.1 The application for grants must be completed online via the Council's website [INSERT LINK]. Upon submission, a unique application reference number will be provided on screen.
- 4.2 The following supporting papers are required to complete the application. Please email the following, quoting the submission reference, to: [businessgrants@middevon.gov.uk](mailto:businessgrants@middevon.gov.uk):
- (a) A schedule of the proposed work.
  - (b) Three itemised estimates.
  - (c) Recent detailed photographs of the building/item to be repaired.
  - (d) Plans showing the proposals (where appropriate).
  - (e) Copy of any required planning permission, listed building consent or advertisement consent.
- 4.3 Applicants should provide a minimum of three competitive contractor's quotations (or evidence that they have sought three quotes) if the total contracted works with a single supplier is more than £2,500. In the case of specialised work, one or two quotes may sometimes be acceptable. The contractor's quotations must be itemised to show individual costs for each item of work, making due allowance in the form of realistic provisional sums for dealing with hidden anticipated defects. Any figure for VAT should also be shown separately.

### **5 Decision on the Application**

- 5.1 Mid Devon District Council shall not be bound by any commitment entered into by an applicant prior to the notification of a decision on his application.
- 5.2 No application for grant will be determined until such time as any necessary permission, approval or consent required under the Town and Country Planning Acts and/or any approval under the Building Regulations has been obtained.
- 5.3 Upon receipt of applications (with full

supporting paperwork including any consents/permissions required), applicants should receive a funding decision within 28 days of submission. Notwithstanding the fact that an application for grant is made correctly and in respect of an eligible building, the District Council shall not be under any obligation to make a grant and any decision to make a grant shall be entirely at the discretion of the District Council.

- 5.4 In the event of a grant being approved, the offer of grant must formally be accepted by or on behalf of the applicant in writing. The letter of acceptance must be received by the District Council before any works are commenced.

### **6 The Work**

- 6.1 All grant awards are conditional subject to the work being carried out to a satisfactory level. The work should be undertaken by the applicant strictly in accordance with the schedule of works as approved by the District Council, including any conditions attached thereto, within the period specified by the Council.
- 6.2 The Officers of the Council shall have the right, at all reasonable hours, to inspect any work which has been approved for grant assistance both during the time that work is being carried out and after it has been completed.
- 6.3 The contractor must ensure that all work is carried out in accordance with the requirement of current Health & Safety legislation. Failure to comply with the Regulations may mean that the Officers are unable to inspect the work and this may prejudice payment of the grant.

### **7 Payment of Grant**

- 7.1 Soon after completion of the eligible works the applicant may request that the works are inspected by the local authority. Following a satisfactory report the applicant shall return to the District Council the notification of completion of work certificate enclosing copies of the receipted account(s) for the work.
- 7.2 The grant will not become payable until the work has been completed to the satisfaction of the District Council. As part of the grant offer, the applicant must return a completed works certificate (and invoice for grants over £2,000) within 12 months of offer date.

**For enquiries about the Scheme, contact the Project Officer via:**  
**[businessgrants@middevon.gov.uk](mailto:businessgrants@middevon.gov.uk)**

# TIVERTON SHOP FRONT ENHANCEMENT

## GRANT SCHEME GUIDANCE



### Aims of the scheme

To encourage shop owners to upgrade, repair and refurbish shopfronts in Tiverton Town Centre in order to emphasise both the individuality of the business premises and where appropriate the historic character of the town centre.

### Eligible works

Whilst only a few complete historic shopfronts remain in the town there are many that retain a range of traditional features. Where original features exist the scheme seeks to reveal these where hidden behind later works, get appropriate repairs carried out, to get the refurbished and repaired frontages painted and to get good quality traditional signage installed.

Where modern shopfronts exist in historic buildings total replacement with a more appropriate design would also be eligible for grant aid.

**See drawing below for elements making up a typical shopfront**

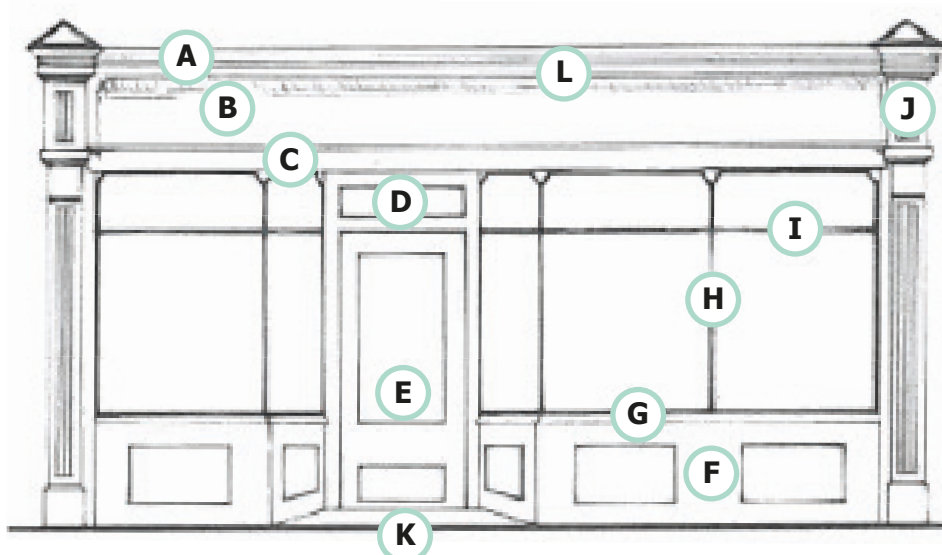
### Stallrisers

These are usually masonry either rendered or with a decorative finish including natural stone, tiles or timber panels and will depend upon the age and style of the shopfront. Appropriate repair or reinstatement would be eligible for grant aid.

### Windows and doors

Traditional windows may be framed in timber or ornate cast iron with transoms and mullions to match. Glass is normally clear but may incorporate stained glass panels above the transoms. Doors will normally be timber with a glazed panel and reflect the proportions of the stallriser to window with a fanlight above in line with any transom.

Repair of existing traditional elements and replacement of later inappropriate alterations would be eligible for grant aid.



- A** Cornice
- B** Fascia
- C** Blind Box
- D** Fanlight
- E** Panelled Door
- F** Stallriser
- G** Cill
- H** Mullion
- I** Transom
- J** Pilaster and Corbels
- K** Tiled Recess
- L** Blind Box



## Tiled entrances

Mosaics of coloured tiles and other decorative use of tiles is a particular feature of recessed shop entrances in the town. Most are in good condition but where repair or refurbishment is needed grant may be available as part of works to the shop front. Where there is a shop with a recessed entrance that does not currently have tiling, incorporation of a tile mosaic in the local style could be incorporated and be eligible for grant aid.

## Pilasters and corbels

These features are normally timber with decorative detailing such as fluting. The base of pilasters often suffer rot due to surface water and blocked gutters or broken downpipes. Grant aid would be available for repair or like for like replacement of these traditional features.

NB Where damage has occurred as a result of poor maintenance of gutters and downpipes remedial work to these to avoid future damage will be required as a condition of repairs to joinery but will not normally be eligible for grant aid.

## Fascias

The fascia board should be in scale with and respect the other architectural features of the shop front. The grant scheme is intended to encourage removal of later fascias that are of inappropriate modern materials and / or fail to reflect the existing traditional detailing, and to restore fascia details in harmony with the features and proportions of the shopfront.

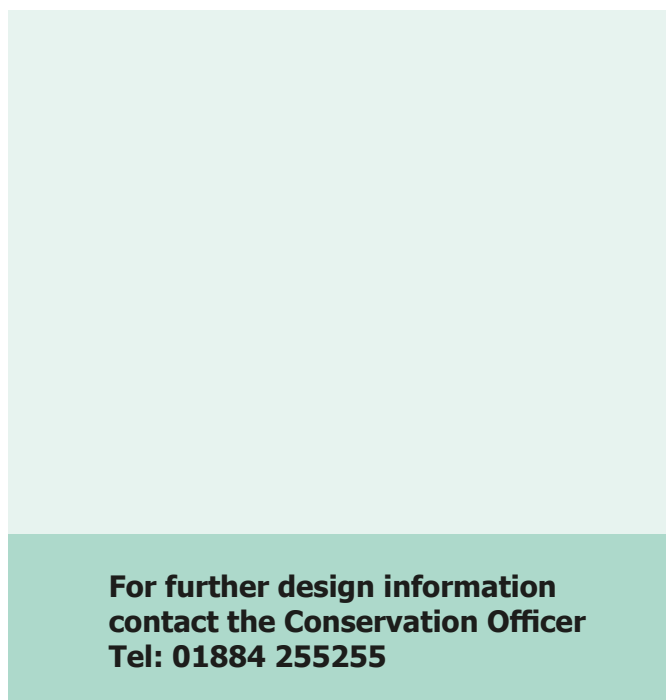
## Blinds and canopies

Where historic box blinds or roller canopies exist their retention and refurbishment will be assisted by provision of grant aid. This would be available for new fabric, overhaul of mechanisms and the box or housing for the blind. Consideration may also be given to installation of new blinds where these would replace inappropriate modern blinds.



## Signage including brackets for hanging signs

Good quality signs can make an important contribution to the vitality of shopping areas. Signwriting on painted timber fascias, or application of suitable style individual letters to the fascia would be included as eligible works. In the case of hanging signs the use of existing historic metal brackets may attract grant aid for repairs. New hanging signs can be conventional 2 sided handpainted timber or could be three dimensional objects to reflect the type of business. Other types of good quality hanging signs may also attract grant aid.



**For further design information  
contact the Conservation Officer  
Tel: 01884 255255**