

**LEIGH PARK CENTRE VACANT SHOP SCHEME EXPRESSION OF INTEREST FORM**

Please complete and return your expression of interest form to [Economic\_Development@havant.gov.uk](mailto:Economic_Development@havant.gov.uk)

This expression of interest stage is to determine whether your proposal is eligible for the scheme.

Applicants will then be asked to complete and submit a full application that demonstrates long-term commercial viability.

We strongly suggest that you read the [scheme guidance](https://www.havant.gov.uk/regeneration-and-business/regeneration-havant-borough/leigh-park-regeneration) which sets out the application process, the level of detail required at full application, the due diligence checks undertaken as part of the assessment process and the grant monitoring the Council will undertake before you submit your expression of interest.

You must submit an expression of interest before being invited to progress to full application stage. The Council will provide a response within two weeks after the submission of your expression of interest.

Expressions of interest may be submitted any time **until 30 September 2024.**

If you are successful at EoI stage, you will have until **29 December 2024 to submit a full application**. Full applications received after 29 December 2024 will not be considered.

**CRITERIA SUMMARY –** (please refer to theguidance for full details)

* The business operates out of a vacant property in the Leigh Park Vacant Shop Scheme Zone, shown in Appendix A.
* Applications are sought from retail, food and beverage, leisure, hospitality, arts and culture, professional services and organisations including health providers and education.
* Businesses new to the Leigh Park Vacant Shop Scheme Zone are eligible to apply, and we are encouraging projects from business start-ups.
* Additionally, businesses who are already trading in the Leigh Park Vacant Shop Scheme Zone can apply if they are taking on additional or larger premises.
* The grant can only be used to cover the costs of capital work to bring the vacant premises back into use.
* The grant cannot be used to cover the running costs of the business that will operate from the premises once the renovation work is completed.
* Applicants will need to demonstrate that their business or project is sustainable for a minimum of three years. This will be assessed at full application stage.

**Funding Tiers**

Depending on the size of unit being refurbished there are three capital works grant pots available.

* Smaller vacant units under 1,000 sqft. up to £10,000
* Medium vacant units between 1,001-3,000 sqft. up to £30,000
* Larger vacant units over 3,000 sqft. up to £50,000

**Privacy Statement**

With your consent, the personal data you provide enables us to process your Expression of Interest for Grant Funding.  If you do not give us your consent, we will be unable to process your application.  You have the right to withdraw your consent, if you do we will not be able to continue your application.  You have a number of rights on how your data is used, including the right to object, For more information on how your personal information is used please see our [privacy policy.](https://www.havant.gov.uk/privacy-policy)

**YOUR PROPOSAL**

Contact name:

Business or Project name:

Contact number:

Email address:

Proposed vacant unit in Leigh Park Town Centre that you intend to transform or square footage required.

**PLEASE ANSWER THE FOLLOWING QUESTIONS**

1. Please outline a summary of the nature of your business or your business idea and what you intend to do? What you do? What is the main product or service your business will be offering? (Limit 200 words)

1. What is your previous trading experience? Do you have experience of running a business or is this a business start-up. (Limit 200 words)
2. What are the estimated costs of your project? This must be for capital (permanent renovation) works costs only and cannot include rent, wages and other ongoing costs. These costs will be funded by you as the business. Please provide a simple breakdown of your funding request below. (Limit 200 words)
3. Do you have a business plan that demonstrates how your business idea will be commercially viable? (Limit 200 words)

If you do not have one, please let us know and we sign post you to support, which will help you create one. A costed business plan will be required at full application and be used to assess your application to the grant scheme.

1. Have you identified the premises you wish to renovate and or do you know how much floorspace (square metres/feet) will you be transforming through this project? (Limit 150 words)
2. When are you looking to start your project and when do you expect to be trading or operating from the premises? (Limit 150 words)
3. How many jobs are you looking to create or maintain through your proposal? (Limit 100 words)
4. How many customers to expect to get in your first year? (Limit 100 words)

**Next steps**

Thank you for taking the time to submit your expression of interest.

You should receive confirmation of receipt of you Expression of Interest within 3 working days. The Leigh Park vacant shop scheme project manager will be in touch within two working weeks from your submission date, to provide feedback and inform you whether you are invited to progress to the full application.

