**Waterlooville Vacant Shop Scheme**

**Full Application Form**

Your **final** and completed application form **must** be submitted by **midnight on 29 December 2024** to be considered. Applications received after this time will **not be accepted**.

We strongly suggest that you read the [scheme guidance](https://www.havant.gov.uk/regeneration-and-business/regeneration-havant-borough/waterlooville-town-centre), 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

Free business support advice is available to interested parties at both stages to support the development of a robust proposal. Applicants can email [economic\_development@havant.gov.uk](mailto:economic_development@havant.gov.uk) to access this support.

**Privacy Statement**

With your consent, the personal data you provide enables us to process Full Application 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.easthants.gov.uk/privacy-policy)

Please read the Waterlooville Vacant Shop Scheme Application Guidance before completing this form.

**Applicant Name:** Click or tap here to enter text.

**Business Name:** Enter text…

**Company Registration Number (if applicable):** Enter text…

**Contact number:** Enter text…

**Contact email:** Enter text…

**Address:** Enter text…

1. **Please outline a summary of the nature of your business or your business idea and what you intend to do.** (max 450 words)

Your summary should include the following as is relevant, with the accompanying business plan providing the detailed information:

* The business product or service
* Why the grant is required, how does it support your business or proposal
* Opening times / how you will operate
* Job created
* Estimated timescale for the completed works
* When you will commence trading
* Your market / competitors and customer research
* Sales and marketing plan
* Your relevant previous experience

Enter text

1. **Which vacant property are you intending to occupy?**

Please note that the vacant property must be in the eligible boundary zone as set out in Appendix A.

1. Please indicate the location of the vacant property you are intending to occupy, (we will not share this information)

Enter text

1. How much Floorspace will you be transforming through this project?

Enter text…Sqft.

1. Please provide information on the discussions undertaken with the leaseholder to date. Please indicate when you anticipate having an agreement in place.

Enter text

1. **Please provide a summary of the capital works you intend to carry out.**

Enter text

1. **Please provide an indicative breakdown of the requested grant funding from the Waterlooville Vacant Shop Scheme.**

* Please allocate a line to each service or item that you require in the table below. Please add additional lines if required.
* These must be capital (permanent) works costs only and cannot include rent, salaries, or other on-going costs.
* The total will be your funding request to the Waterlooville Vacant Shop Scheme. If the capital costs for your business proposal exceed the value of the grant, please ensure they are captured in your business plan.
* Your grant request must not exceed the value identified below:
  + Smaller vacant units under 1,000 sqft. - £10,000
  + Medium vacant units between 1,001-3,000 sqft. - £30,000
  + Larger vacant units over 3,000 sqft. - £50,000
* Please provide quotes for each line or item.

| **Item / Product / Service** | **Cost (£)** | **Details** |
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| **Total =** |  |  |

1. **Are you intending on sourcing any other funding or match funding to support your business?**

This may be capital or revenue expenditure and could in the form of business loans. If yes, please provide details below.

1. Yes ☐

Enter details….

1. No ☐
2. **Have you or your business received a grant or subsidy in the last three years?**

If yes, please provide details below including the value of the grant received.

1. Yes ☐

Enter details….

1. No ☐
2. **Please attach the detailed business plan for your proposal**

Please refer to the guidance around the level of detail required. Free business advice is available to support you with developing your business plan. Email [economic\_development@havant.gov.uk](mailto:economic_development@havant.gov.uk)

1. **Please attach the detailed cashflow forecast for your business.**

* This should show how much income you expect to make and your predicted costs and expenditure for at least one year.
* If you are an existing business, please include income statements /set of accounts for last three years, or for however long you have been trading for if this is less than three years.
* Please ensure that any assumptions in your cash flow forecast are clearly set out.

1. **Please describe your previous business and or trading experience. Please include the CVs of relevant parties to this application.** (Max 200 words)

Enter text…

1. Whether you or any directors of the business or interested parties have ever been declared Bankrupt or declared voluntary insolvency

Enter text…

1. Please details of any previous directorships held, please include name of company and company registration number.

Enter text…

1. **How many years has your business been trading for?** (Please tick one)
2. This is a new venture
3. 1 year
4. 2 - 5 years
5. 6 - 10 years
6. 11 - 20 years
7. More than 20 years
8. **What is the legal status of your organisation/business?** (Please tick those that apply)
9. Self-employed
10. Private limited company, limited by guarantee or shares
11. Public limited company
12. Partnership
13. Limited liability partnership
14. Community Interest Company (CIC)
15. Friendly society
16. A Co-operative
17. Private unlimited company
18. Foreign company
19. A Trust
20. An unincorporated association
21. Other  **Please specify………**
22. I have not registered my business/organisation but intend it to be Enter text…
23. **What type of business do you, or do you intend, to operate? I.e., what is, or will be, the organisations principal general activity.**

Please tick those that apply.

1. Retail  **Please specify……**
2. Arts & Culture  **Please specify……**
3. Food & Beverage  **Please specify……**
4. Bar/Club/Licenced venue  **Please specify……**
5. Manufacturing  **Please specify……**
6. Education/ Training  **Please specify……**
7. Offices  **Please specify……**
8. Leisure & Hospitality  **Please specify……**
9. Warehouse/Workshop/Studio  **Please specify……**
10. Community Hub  **Please specify……**
11. Other….  **Please specify……**
12. **Employees and staff**
13. How many FTE employees does your business currently employ?

Enter text…

1. How many FTE jobs do you expect to create through this venture in the first 12 months? How many FTE employees will you initially take on?

Enter text…

1. **Please read the information on the following link regarding equality law and then describe any reasonable adjustments you have/will be making?** (Max 200 words)

[Equality law - Businesses selling products, such as shops and petrol stations | Equality and Human Rights Commission (equalityhumanrights.com)](https://www.equalityhumanrights.com/en/advice-and-guidance/equality-law-businesses-selling-products-such-shops-and-petrol-stations)

Enter text…

**Please include any other information in support of your application, not covered by this application form in your accompanying business plan.**

**Please ensure you have attached all the necessary additional documentation in support of this application. Include additional lines as required.**

|  |  |
| --- | --- |
| **Documentation appended to this grant application** | **Please tick all that apply** |
| Business plan. |  |
| Cashflow forecast for a minimum of 12 months. |  |
| Trading Accounts for the last 3 years, if applicable |  |
| Detailed Plans & Drawings for renovation works |  |
| Detailed costings for all capital works, (including those not covered by the grant, if applicable) |  |
| Quotes for capital expenditure. |  |

**Declaration**

I / We acknowledge the details provided on this form are current and accurate to the best of my/our knowledge.

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Print Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Position \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Your email address and any other personal information you share, will only be processed in accordance with the Council’s commitment to comply with UK GDPR. If you would like further information, please refer to Havant Borough Council’s [Privacy Notice](https://www.havant.gov.uk/privacy-policy)

**Appendix A**

**Waterlooville Vacant Shop Scheme Zone Area**

