

**OBAN BUSINESS RELOCATION/EXPANSION FRONTAGE  
IMPROVEMENT SCHEME**



**APPLICATION FORM**

All documents submitted with your application will be handled in strictest confidence.

1.a.	<b>Your current business/trading name</b>	A business bank account should be available (if the application is successful, payment will be made by BACS transfer).
1.b.	<b>Your new business/trading name</b>	
<b>2</b>	<b>CONTACT INFORMATION:</b>	
2.a.	<b>Contact name Position in business</b>	
2.b.	<b>Address of current Business</b>	
2.c.	<b>Address of Property which you would like to improve</b>	
2.d.	<b>Correspondence address to be used (please confirm)</b>	
2.e.	<b>Tel: Mobile: Email: Website:</b>	
<b>3</b>	<b>CURRENT BUSINESS:</b>	
3.a.	<b>Year Business started trading</b>	
3.b.	<b>Number of Employees</b>	Full time                      part time (this is for our monitoring purposes)

<b>4. NEW PREMESIS :</b>		
4.a. <i>(please tick which applies to you)</i>	<b>Owner</b>	<input type="checkbox"/> Please provide Evidence of title (e.g. title deeds/cover letter)
	<b>Tenant</b>	Please provide: <input type="checkbox"/> Owner consent (e.g. letter/email) <input type="checkbox"/> Copy of formal lease <input type="checkbox"/>
4.b.	<b>Estimated number of Employees</b>	Full time                      part time
<b>5. YOUR PROPOSAL:</b>		
5.a.	<b>Give details of the proposed improvements, e.g. colours, drawings, signage proof.</b>  <b>Photographs (as jpg) of current condition of property must be provided;</b>  <b>Design/ drawings where appropriate;</b>	

6.	<p><b>QUOTATIONS</b></p> <ul style="list-style-type: none"> <li>• Please provide <b>two</b> written tenders for each element of the work;</li> <li>• Copies of original tenders should be attached (on contractor's headed notepaper).</li> <li>• Awards will be based on lowest quote</li> <li>• Wherever possible tenders from local businesses would be preferred</li> </ul>	<p>Work element 1: (e.g. painting)</p> <p>a. £</p> <p>b. £</p> <p>Work element 2: (e.g. joinery)</p> <p>a. £</p> <p>b. £</p> <p>Work element 3: (e.g. other)</p> <p>a. £</p> <p>b. £</p> <p>Work element 4: (e.g. other)</p> <p>a. £</p> <p>b. £</p> <p>Work element 5: (e.g. other)</p> <p>a. £</p> <p>b. £</p>
	<p><b>Total of proposed works</b></p>	<p><b>TOTAL OF PROPOSED QUOTATIONS</b></p> <p>NET VAT</p> <p>_____</p> <p>_____</p> <p>Total</p> <p>Are you VAT registered?                      YES    /    NO</p> <p>Grant is only paid on VAT if it is <i>not reclaimable</i> by the applicant.</p>

	<p><b>DECLARATION/ CONDITIONS</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> I certify that to the best of my knowledge the information contained in this application is true and accurate and will adhere to the following terms and conditions:</li> <li><input type="checkbox"/> I understand that making this application does not entitle me to a grant as a right;</li> <li><input type="checkbox"/> I will not commence or commit any expenditure before receiving approval of the grant;</li> <li><input type="checkbox"/> I confirm that the quotations are bona fide competitive quotes;</li> <li><input type="checkbox"/> I will provide BID4OBAN Ltd with colour photographs of the frontage, both before and after the work has been completed. I understand that they will be kept on record and used for future publicity.</li> <li><input type="checkbox"/> I understand that to make any misleading statement in relation to this application could make the application invalid or may mean I have to repay the grant to BID4OBAN Ltd.</li> </ul>	
	<p><b>SIGNATURE</b></p> <p><b>Date:</b></p>	
	<p><b>CHECKLIST FOR APPLICANT</b></p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Evidence of title or a formal lease</li> <li><input type="checkbox"/> Consent of owner (if applicable)</li> <li><input type="checkbox"/> Confirmation of VAT status</li> <li><input type="checkbox"/> Drawings and specification of the work</li> <li><input type="checkbox"/> Quotations for 3 competitive tenders</li> <li><input type="checkbox"/> Photograph of the current business frontage/façade</li> <li><input type="checkbox"/> Planning consent/ evidence of pre-application discussion (if required)</li> <li><input type="checkbox"/> Application form signed/date on final page.</li> </ul>

**OUR DECISION**

- Recommendations for the approval of applications are made to the full BID4Oban Ltd Board of Directors following assessment by the BID4Oban Manager and the Environmental Improvements sub-group of the Board.
- Assessments will be made within 2 working weeks of the receipt of the application with recommendations going before the Board at the next available Board meeting.

- BID4Oban's ability to fund applications is dependent on the financial resources available to BID4Oban Ltd at any time.

*BID4Oban Limited, 43 Stevenson Street, OBAN, PA34 5NA  
Company No. SC435469 telephone: 01631 569915*