
Elmbridge Business Boost

Application form

The information to be filled out in this form is to be used for the purpose of processing an application for the Elmbridge Business Boost and assessing the suitability of the proposed project. For more information about the scheme and how to complete this application, please read the guidance notes before completing the application available at [Elmbridge Business Boost](#).

If you are seeking shop or street scene improvements, please complete all questions. For High Street Boost complete all questions except Q7- Q10.

1. Business/organisation name and Business address

2. Applicant's name

3. Telephone/email

4. Where did you find out about Business Boost?

5. Address for correspondence

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6. Type of application

Shop front or Signage improvements	Yes/No
Empty shop improvement	Yes/No
Street scene and street furniture improvements	Yes/No
High Street Boost	Yes/No

7. Address of property being improved (if applicable)

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8. If you are seeking improvements to a property do you

Own the premises?	Yes/No
Rent the premises?	Yes/No
Lease the premises?	Yes/No
When will the lease/freehold run out?	
Other – please explain	

9. Do you pay business rates for this property? If yes, please provide relevant numbers.

10. Are you VAT Registered? If yes, please provide relevant numbers.

11. Do you have a planning permission/building control regulations to undertake this work? Please include planning permission reference.

12. Description of proposal, benefits and how it meets Elmbridge's vision and priorities

13. The council has declared a climate emergency. Tackling this climate emergency requires action from across the Elmbridge community. Please detail how your business mitigates its impact on the environment and how you will minimise the environmental impact of this project.

14. List all the drawings, plan numbers and project documents etc. forming part of this application as appropriate.

15. Please summarise costs under the in the appropriate box below (please only complete one box):

Shop front and signage (except for empty shop)	
Total	

Empty Shop	
Total	

Street scene and street furniture improvements	
Total	

High Street Boost	
Total	

Please attach three comparable quotes, including VAT if applicable, as appropriate to work being undertaken.

Please include a current photo of the shop front and interiors, and any mock-up drawings for new work if applicable.

Please refer to guidance notes for more details.



16. How much is being sought from Business Boost?

Total amount applied for	
Contributions from third parties	
Contribution made by the applicant/business/organisation (a minimum of 50%)	
Reserves	
Names of other parties you are seeking funding from	

17. Does any person connected with this application have any relationship with any councillor or officer of Elmbridge Borough Council? If yes, please provide details

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18. Supporting information – please refer to the guidance notes and include as appropriate with your application:

Current Photos	Yes/No
Planning/building control documents	Yes/No
Lease/freehold document	Yes/No
Licence/certificate	Yes/No
Permission from landlord to carry out works	Yes/No

We may require further documents or information, depending on your individual circumstances. If that is the case, we will let you know by telephone or in writing as soon as possible. Please note that we may check your payment history as part of the application process.

19. Have you consulted/informed any other parties about your proposal?

Other local business or business group	
Councillors	
Other	

20. Declaration

When you have completed the application, please sign this declaration and return the completed form as directed in the cover sheet.

Name

Position

To the best of my knowledge the information I have provided on this application form is correct. If Elmbridge Borough Council agrees to make a grant, this will be used exclusively for the purposes described and we agree to acknowledge Elmbridge Borough Council's support in all initiatives/ literature and permanent fixtures.

I agree to inform the Business Boost co-ordinator if I receive funding towards this project from other organisations and failure to do so may affect my application.

Privacy Notice: By signing this form the applicant agrees to Elmbridge checking business rate accounts, licensing and planning history; the information on the form being stored in the Elmbridge Civic Improvement Fund's manual filing system and summarised in the council's Information, Communication and Technology (ICT) system for the sole purpose of grant processing, analysis and accounting. Information about the project may be publicised on the council website and in public material for publicity purposes and to increase awareness about the Business Boost Fund. Personal information will not be disclosed without the prior agreement of those concerned, unless required by law. For further information on the [council's privacy policy](#).

Signed

Date