
Elmbridge Business Boost

Please complete this form to apply for an Elmbridge Business Boost grant. Read the guidance notes before completing this form. If applying for a High Street Boost project, you may skip Q7.

- 1. Business/organisation name**
Business address (include correspondence address if different)

- 2. Applicant's name**

- 3. Telephone/email**

- 4. Business Rates - Please provide relevant business rates numbers.**



Elmbridge
Borough Council

April 2026

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

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6. Which type of grant are you applying for? (see appendix A of Guidance notes)

Grant type	Please tick
Shop front or signage improvements	
Empty shop improvement	
Pavement license/forecourt improvements	
High street boost	

7. If you are seeking improvements to a property do you? (Please tick/complete as appropriate)

Premise status	Please tick
Own	
Rent/lease (if rented or leased please attach landlord consent)	
Require any permissions	
Planning permission	
Building control	



8. Please describe your project, what work you plan to undertake, and how it will benefit your town or village centre?
(e.g. a redesigned shopfront that enhances the look of the high street and attracts more customers.)

9. The council has declared a climate emergency. Please highlight any ways your business mitigates its environmental impact and how this project will minimise harm to the environment.

10. Has your business or group previously received any grants from Elmbridge Borough Council (ECIF, Business Boost, Digital, Start-up)?
If yes, please list which grant(s) and the date received.

11. Please summarise each cost under the appropriate box below (Please list the costs for your project below):

Item / Description of works	Costs (£)
Total cost	



12. How much is being sought from Business Boost?

Funding source	Amount (£)
Amount requested from Business Boost	
Applicant contribution	
Any third-party contributions	
Other funders applied to	

13. Please confirm you have attached:

Project documents	Please tick or confirm N/A
Two comparable quotes, as appropriate to work being undertaken. Including VAT if applicable	
Current photos of the shop front and interiors	
Mock-up drawings or images of new work	
Planning/building control documents	
Copy of lease/freehold	
Relevant licenses/certificates	
Permission from landlord to carry out works	

We may require further documents or information, depending on your individual circumstances. If that is the case, we will let you know as soon as possible.

14. Declaration

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

Name

Position

Signed

Date



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Borough Council

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.

Once completed, please send your application form via email to business@elmbridge.gov.uk

Or Post: Elmbridge Business Boost, Policy and Performance, Elmbridge Borough Council, Civic Centre, High Street, Esher, KT10 9SD

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 Business Boost 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](#).



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