

APPLICATION FOR RURAL SHOPS & COMMUNITY POST OFFICE GRANT SCHEME

When completed, return form to:
 Infrastructure Services, Planning and Transport Division, County Buildings,
 Market Street, Forfar, DD8 3LG.

1. Address of property 1.

 Postcode.....Tele:

2. Applicant's name & address 2.

 Postcode.....Tele:

3. Owner's name & address 3.
 (if different from applicant)
Postcode:

4. Type of property (please tick box)

4. Shop Post Office Both

5. Does the application meet the eligibility criteria (see reverse) YES / NO

Distance from nearest alternative provision miles

6. Give a short description of the work:

.....

7. Are the works required by Post Office Counters Ltd YES / NO / N/A

8. Have you consulted with The Business Gateway YES / NO

The information you have provided on this form (and from supporting evidence – where applicable) will be used by Angus Council (the “Data Controller” for the purposes of the Data Protection Act 1998) in order to process your application for Rural Shop & Community Post Office Grant. The information will be held securely by the Council and will be treated as confidential except where the law requires it to be disclosed. The Council may check information provided by you, or information about you provided by a third party, with other information held by us. We may also get information from certain third parties or share your information with them in order to check its accuracy, prevent or detect crime, protect public funds or where required by law.

Declaration

I confirm that the information that I have provided is correct to the best of my knowledge and authorise Angus Council to use my information for the above purposes.

9. Signature of Applicant: Date:

RURAL SHOP & COMMUNITY POST OFFICE GRANT SCHEME

Eligibility Criteria

- a. Food shops or general stores which provide the sole source of a range of convenience goods in a rural community, operate for 12 months of the year and are over one mile from the nearest alternative town providing an extensive range of shopping, or
- b. Any one wishing to run a rural Community Status post Office. The applicant must be contracted by the Post Office Counters Ltd as a Sub-Postmaster/Mistress to issue pensions and allowances, sell stamps and postal orders and handle posting and telephone account business.

Eligible Works

- c. Essential physical improvements to the interior and exterior of the property associated with increasing the viability of the business, making the shop more attractive to potential customers and complying with Environmental Health and Food Hygiene Regulations, or
- d. Essential physical alterations to an applicant's premises which must be carried out to satisfy Post Office Counters Limited's operational requirements

Grants Available

Discretionary grant up to a maximum of :-

- 1) £3,000 or 90% of approved works, whichever is the lower, or
- 2) £2,500 or 90% of approved works, whichever is the lower if the shop is less than three miles from the nearest provision

Infrastructure Services, Planning & Transport Division
Angus Council
County Buildings, Market Street,
Forfar, Angus,
DD8 3LG

If further assistance required please telephone Natural and Built Environment on 01307 473334

Conditions of Grant

Grant will be based on the lower of two written quotations and the work must be executed by the Contractor submitting that offer unless authorised in writing.

No work can commence before written approval of grant is issued.

The Council may, in agreeing to the payment of grant, impose conditions on the works to be carried out or on the operation of the shops.

All necessary statutory consents must be obtained prior to application for grant.

Payment of grant will be made on the satisfactory completion of works and submission of receipts confirming that expenditure has been incurred.

In the event of the applicant disposing of the shop or discontinuing its use within three years of its date of payment, Angus Council may require repayment of all, or part of the grant —100% in Year 1, 75% in Year 2 and 50% in Year 3.

Freestanding equipment purchased under the grant scheme shall not be disposed of without the written consent of Angus Council, Angus Council reserves the right to require repayment of all, or part of the grant.

Where the business consultant identifies the need for further training and/or counselling, payment of the grant will be made subject to:-

the applicant agreeing to undertake the appropriate training

the applicant completing the training to the satisfaction of the business consultant

Contact our ACCESS Line on 08452 777778 if you want this form translated into Gaelic, Chinese, Urdu, Hindi, Punjabi or into large print, audio or Braille

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