



OMAGH TOWN CENTRE
George's Street, High Street and
Market Street
APPLICATION FORM

1) APPLICANT DETAILS

Name of Applicant: _____

Address: _____ Postcode: _____

Contact Details: Tel: _____ Mobile: _____

Email: _____

Status (Please Tick)

Property Owner ☐

Business Owner ☐

2) PROPERTY DETAILS (if different from above)

Address: _____ Postcode: _____

*Please note property must be within the geographical boundary of the Project – see appendix 1

3) COST

VAT Declaration: (please tick)

My business **is** VAT registered therefore my business will recover VAT costs

☐

My business **is not** VAT registered therefore I will claim VAT costs from this grant

☐

The total cost of works can be no more than £4,999. Applicants must submit three quotations from contractors or suppliers for each piece of work. All quotations must be submitted with your completed application form. Please detail the cost of works below using the lowest quotations.

DfC will refund 80% of value of works (excl VAT) to claimant.

Contractor Name	Type of Work	Value of Work (£) excluding VAT	VAT cost (£) (if you are NOT VAT registered)
	Total Cost		

4) TIMESCALE

If approved, the above planned works must be completed by 30 June 2020.

Anticipated Start Date: _____

Anticipated Completion Date: _____

5) DOCUMENTATION REQUIRED

Please attach all of the following documentation as part of your application.

- (a) Three quotations for any works to be completed
- (b) Email a 'before' photograph of your property prior to the proposed works, to niamh.mulrine@fermanaghmagh.com
- (c) For proof of ownership, a copy of property owner title documents and/or tenancy agreements
- (d) Completed and signed application form

NOTE TO APPLICANTS

- Only properties within the boundary stipulated in the accompanying guidance notes are eligible to apply.
- No work should commence for which grant is sought before a Letter of Offer has been issued and accepted. This form must be signed by the **owner** of the property.
- If you are not the property owner, the property owner must provide proof of property ownership and written permissions to allow you to make an application to the scheme.
- Please note that completion of this application does not guarantee an award of grant aid. Any cost that you incur in completing this will be at your own risk.
- Where statutory permissions are required for the work (e.g. Planning Permission, listed building consent, advertising consent, and building regulation approval) these must be obtained by you and copies of approvals provided to the project steering group prior to commencement of the work.
- No financial assistance may be sought for this scheme from any other Government Department.
- All works must be completed before 30 June 2020.

DECLARATION

I, (applicants full name) _____ understand the terms set out above and as the owner/tenant of the property named on this form, hereby apply for a grant towards the cost of the works described. I hereby agree to comply within the conditions of grant as set out in the guidance notes, which I have read and understood.

APPLICANT SIGNATURE: _____ DATE _____

PROPERTY OWNERS SIGNATURE: _____ DATE _____

**PLEASE RETURN THIS APPLICATION FORM TO:
Niamh Mulrine, Urban Regeneration Officer, Strule House, 16
High Street, Omagh Co. Tyrone BT78 1BQ
By 12.00 noon on Tuesday 18 February 2020**

**APPLICATIONS RECEIVED AFTER THE DEADLINE
WILL NOT BE ACCEPTED**

Introduction

Fermanagh and Omagh District Council has been successful in a bid for funding from Department for Communities to revitalise George's Street, High Street and Market Street, Omagh. Applications are now open for properties in the scheme area wishing to complete improvements to their shop frontage up to the value of £4,999, which will be 80% refunded.



Appendix 1 - Geographical boundary of the scheme

Guidance Notes

- Grant is available for shop frontage works up to the value of £4,999
- DfC will refund 80% of value of works (excl VAT) to claimant.
- Works to be completed before 30 June 2020:
 - Power washing
 - Painting
 - Signage
 - Guttering & Downpipes
 - Shop Front Improvements/Repairs
- At least three written quotations must be sought for each element of work
- Letter of Offer will be awarded based on the lowest quote(s)
- Quotation documents:
 - Specify itemised list of all works to be carried out
 - Issue to appropriate number of service providers / contractors
 - Clear deadline for return of quotations
 - Supplier must submit written, signed quotations
 - Contractors must have Public Liability Insurance
 - Quotations must be like for like

The scheme falls within a conservation area, therefore consideration needs to be given to the design of elements of shop frontage:

- respect the character of the existing building and its neighbours
- use special features, finishes and details to draw people's attention
- have a clear identity not a mixture of styles
- follow the proportions of the rest of the building and provide a visual support for upper floors
- keep designs simple, even if elements within the shopfronts are elaborate
- integrate signs, lighting and security measures within the design of the shopfront

For further information on Omagh Conservation Area design guidance please consult with a member of the Planning Team (details below).

Terms and Conditions

Any grant offered will be subject to the following conditions:

- That no work is commenced until applicant has formally accepted the Letter of Offer;
- The formal acceptance of the Letter of Offer is received by Fermanagh and Omagh District Council within the return date stated on the Letter of Offer;
- Work is started within 3 weeks of the date of the Letter of Offer acceptance;
- There must be substantive progress on this project by April 2020.
- Fermanagh and Omagh District Council is notified of the actual starting date together with an indication of the completion date of the work;
- You will give a written declaration to the fact that you as applicant are VAT registered and whether you will or will not be able to recover any VAT payable. If you are not registered for VAT, the grant offer will only include VAT if this is not recoverable by you;
- That you will ensure that any required statutory requirements for the work (e.g. planning permission, listed building consent, advertising consent, building regulation approval) are obtained and copies of approvals provided to Fermanagh and Omagh District Council prior to commencement of the work;
- That the work is completed to the satisfaction of Fermanagh and Omagh District Council; the grant may be reduced or withheld if the grant eligible work proves to be less than estimated or if the work is not carried out to a satisfactory standard;
- All property owners adhere to the provided paint scheme as issued in guidance notes;
- That you the applicant, your agent and your contractor are responsible for all risks in connection with public and employer liability associated with the work;
- That Fermanagh and Omagh District Council, the Project Steering Group and Department for Communities does not accept liability or responsibility in respect of the grant aided work carried out to your property. Accordingly you should not rely on the inspection or payment of grant monies by Fermanagh and Omagh District Council as any proof or guarantee that the contractor you have engaged to execute the works has completed the said works to a proper standard prior to payment. You are strongly recommended to satisfy yourself that the works have been carried out to a satisfactory standard;
- That following completion of the work, claims for payment in the appropriate manner should be made within one month;
- That the Department for Communities and Fermanagh and Omagh District Council may record the fact that a grant has been made in any publicity, annual report or other relevant publication;
- That any proposed changes to the agreed grant eligible works listed must be advised to the project steering group before work takes place (including any changes to the contractor who provided the lowest quotation);
- Ensure that claim documents must include the name and address of the applicant on all invoices. Cheque payments must be made through the applicant's bank account.
- If you are not the property owner, the property owner must provide proof of ownership and written permissions to allow you to make an application to the scheme.
- **No cash payments are eligible to be refunded.**

Key Stages

1. Expressions of Interest – Deadline: close of play, **Friday 31 January 2020**
 - Notice of interest to participate in the scheme
 - Proposed works and estimate costs
2. Open Call for Applications – Deadline: **12 noon** on **Tuesday 18 February 2020**
 - Completed and signed application form
 - 3 quotations for each element of work (offer made on lowest quote)
 - Before Photograph
 - Application made for statutory approvals (if required)
3. Assessment of Applications by Fermanagh and Omagh District Council, Department for Communities and Steering Group
4. Letter of Offer Issued – End of February 2020
 - Approval of works
 - Confirmation of supplier
 - Winning quote must have Public Liability Insurance
5. Acceptance of Offer – returned to FODC
6. Works Completed – No later than **Tuesday 30 June 2020**
7. Claim Form submitted
 - Completed Claim Form
 - After photographs
 - Invoice(s)
 - Original Bank Statement
8. Payment of 80% of value of works (excl VAT) paid to claimant

Contact Details

For further information or guidance on the scheme please contact:

Niamh Mulrine, Urban Regeneration Officer,
Strule House, 16 High Street, Omagh, BT78 1BQ
Phone: 0300 303 1777 extension 20317
Email: niamh.mulrine@fermanaghomagh.com

Kieran McCrory, Head of Tourism and Economic Development,
Strule House, 16 High Street, Omagh, BT78 1BQ
Phone: 0300 303 1777 extension 20232
Email: kieran.mccrory@fermanaghomagh.com

Mark McLaughlin, Planning Officer, Local Development Plan Team
Strule House, 16 High Street, Omagh, BT78 1BQ
Phone: 0300 303 1777 extension 20911
Email: mark.mclaughlin@fermanaghomagh.com