**For office use only**

**Building ID No: 24/ Status:**

**Date Received: Grant Approved: Drawdown:**

**DUBLIN CITY COUNCIL**

**SHOPFRONT IMPROVEMENT SCHEME 2025**

**Supporting a Better Business Environment in the Northwest Area**

**APPLICATION FORM**

**APPLICANT DETAILS**

|  |  |
| --- | --- |
| **1. Name/Company Name of Applicant** |  |
| **2. Address for Correspondence** |  |
|  |  |
|  |  |
| **3. Email Address** |  |
| **4. Contact Phone Number** |  |
| **5. Tax Reference Number** |  |
| **6. Access Number (TCAN)** |  |

1. *Payments under this scheme will only be made to Applicants with the same Name and Address as provided here.*
2. *Your Tax Clearance Certificate can now be viewed online by third parties with access to your Tax Reference Number and TCAN.*
3. *Please note that payments from Dublin City Council can only be made to Applicants with an up to date Tax Clearance Certificate.*

**PREMISES DETAILS**

|  |  |
| --- | --- |
| **6. Address of Premises** |  |
| *(if different to 2 above)* |  |

**7. Do you own the property?** Owner □ Lessee □

1. *It is the Applicant’s responsibility to ensure they have permission to undertake work to the building under their lease or rental agreement.*

**8. Are you up to date with your Commercial Rates?** Yes □ No □

**PROPOSAL**

**9. Please provide a brief description of your proposal and the expected cost of works**

* *You must include written quotation/s from your chosen contractor/s to match the expenditure outlined below.*
* *Include any indicative plans or drawings, specifications for the proposed work with your application.*

|  |  |
| --- | --- |
| **Item** | **Estimated Cost of Works €** |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
| ***Total Value of Works:*** |  |

**10. Amount of Grant Assistance applied for: € \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

1. *The Shopfront Improvement Scheme will reimburse 50% of the cost of works to a maximum allowable grant of €3,000 (subject to the categories of work - please refer to Details of Scheme).*

**MAKING AN APPLICATION**

**Please read the accompanying Details of Scheme guidance note carefully in advance of making your application. Ensure you enclose all the relevant information required.**

**Completed Applications should be submitted by post to:**

Shopfront Improvement Scheme 2025

Dublin City Council – Ballymun Area Office

Civic Centre, 2nd Floor

Main St. Ballymun, Dublin D09 C8P5

**or by email to:** [liam.barry@dublincity.ie](mailto:liam.barry@dublincity.ie)

**Closing date for receipt of applications: Friday 27th June 2025**

*****\*Please note all payments made through this scheme will be done via EFT (Electronic Funds Transfer). Successful applicants will be required to provide relevant bank details to Dublin City Council to facilitate payments. GDPR policy applies.*