



INDEPENDENT RETAIL FUND



Independent Retail Fund (Pilot) Guidance Notes

The Pilot Independent Retail Fund (IRF) is available to tenants or owners of **occupied** shop units on **Saltmarket** and **St Andrews St** who have recently participated in Phase 1 of the Glasgow Housing Association Regeneration programme.

The appearance of shop fronts and the buildings in which they reside has considerable impact and influence on the character of the area. Through these improvements, we will not only enhance the appeal of the area to visitors, customers and local residents but also assist towards encouraging further inward investment through stimulating business and consumer confidence.

WHO CAN APPLY?

The IRF is available to owners (and people with a 10 year lease or with owner's consent) of properties on to enable them to undertake the necessary repairs, redecoration and other improvements such as removing/upgrading old signage, replacing damaged tiles and lighting.

WHAT DOES THE FUND COVER?

The fund will cover up to 100% of eligible costs up to a value of and **not** exceeding:

Single unit: **£3,000**

Double unit: **£5,000**

Please note this will be on a first come basis for the Pilot area highlighted only.

WHAT WORKS ARE ELIGIBLE?

- The repair or replacement of windows, external doors and other external joinery as required;
- The repair of external stonework, brickwork and render including decorative elements as required;
- A creative interpretation of the traditional shopfront using appropriate proportions and materials may be considered;
- Lighting, signage and security measures appropriate to the area may also be eligible for the IRF if forming part of an overall shopfront improvement scheme
- We will look to incorporate a continuous colour scheme (palette) throughout the pilot area and will work with you to achieve and agree this.

Please note that:

- Installation of canopies is not eligible;
- Reinstatement grants will only be offered where the building fabric as a whole is in sound repair;
- Internal repairs are eligible only as a direct result of shopfront improvement works and only for up to 1 metre from the frontage of the shop.

HOW DOES THE IRF WORK?

On approval of an application Glasgow City Council will work in partnership with City Property Ltd & Ryden Ltd who will facilitate and management the shopfront improvement programme.

Once an application has been approved City Property Ltd will liaise directly with the Owner/Tenant to

- Work in partnership with Owners/Tenants
- Fully cost out proposals
- Schedule improvement works
- Monitor and manage works
- Evaluate the process

HOW CAN I APPLY?

If you are interested in applying for a grant, please fill out the application form and send/email to the City Centre Regeneration Team. If you would like to discuss your proposal or would like more information, you can call us on 0141 287 6540.

**City Centre Regeneration Team
Development and Regeneration Services
231 George Street
Glasgow G1 1RX
Email: citycentrestrategy@glasgow.gov.uk**

Independent Retail Fund (Pilot) Application Form

Business Details	
Name	
Address	
Company Status (e.g. sole proprietor/ partnership/ltd company)	
Nature of Business	
VAT Number	
Opening Hours	

Contact Details	
Name	
Address	
Phone	
Email	
Interest (e.g. owner/lessee)	

Business Owner Details (if different)	
Name	
Address	
Phone	
Email	
Is the business owner aware of this application?	

Development and Regeneration Services Privacy Statement for Independent Retail Fund Application

<https://www.glasgow.gov.uk/index.aspx?articleid=18289>

Who we are

Glasgow City Council is a local authority established under the Local Government etc. (Scotland) Act 1994. Its head office is located at City Chambers, George Square, Glasgow G2 1DU, United Kingdom, and you can contact our Data Protection Officer by post at this address, by email at: dataprotection@glasgow.gov.uk, and by telephone on 0141 287 1055.

Why do we need your personal information and what do we do with it?

You are giving us your personal information to allow us to assess your application for funding through the Independent Retail Fund initiative. We also use your information to verify your identity where required, contact you by post, email or telephone and to maintain our records.

Legal basis for using your information

We provide these services to you as part of our statutory function as your local authority. You can find more details of our role on our website at www.glasgow.gov.uk/privacy. Processing your personal information is necessary for the performance of a contract with you (or to take steps to enter into a contract with you) – i.e. an agreement to provide Independent Retail funding.

If you do not provide us with the information we have asked for then we will not be able to provide this service to you.

Who do we share your information with?

We are legally obliged to safeguard public funds so we are required to verify and check your details internally for fraud prevention. We may share this information with other public bodies (and also receive information from these other bodies) for fraud checking purposes.

We are also legally obliged to share certain data with other public bodies, such as HMRC and will do so where the law requires this. We will also generally comply with requests for specific information from other regulatory and law enforcement bodies where this is necessary and appropriate.

Your information is also analysed internally to help us improve our services. This data sharing is in accordance with our Information Use and Privacy Policy and covered in our full privacy statement on our website. It also forms part of our requirements in line with our Records Management Plan approved in terms of the Public Records (Scotland) Act 2011.

How long do we keep your information for?

We only keep your personal information for the minimum period amount of time necessary. Sometimes this time period is set out in the law, but in most cases it is based on the business need. We maintain a records retention and disposal schedule which sets out how long we hold different types of information for.

You can view this on our website at www.glasgow.gov.uk/rrds or you can request a hard copy from the contact address stated above.

Your rights under data protection law:

- **Access to your information** – you have the right to request a copy of the personal information that we hold about you.
- **Correcting your information** – we want to make sure that your personal information is accurate, complete and up to date. Therefore you may ask us to correct any personal information about you that you believe does not meet these standards.
- **Deletion of your information** – you have the right to ask us to delete personal information about you where:
 - you think that we no longer need to hold the information for the purposes for which it was originally obtained
 - you have a genuine objection to our use of your personal information – see *Objecting to how we may use your information* below
 - our use of your personal information is contrary to law or our other legal obligations.

Objecting to how we may use your information – You have the right at any time to tell us to stop using your personal information for direct marketing purposes.

Restricting how we may use your information – in some cases, you may ask us to restrict how we use your personal information. This right might apply, for example, where we are checking the accuracy of personal information that we hold about you or we are assessing the objection you have made to our use of your information.

This right might also apply if we no longer have a basis for using your personal information but you don't want us to delete the data. Where this right is realistically applied will mean that we may only use the relevant personal information with your consent, for legal claims or where there are other public interest grounds to do so.

Please contact us as stated above if you wish to exercise any of these rights.

Information you have given us about other people:

If you have provided anyone else's details on this form, please make sure that you have told them that you have given their information to Glasgow City Council. We will only use this information to assess your application for funding through the Independent Retail Fund initiative.

If they want any more information on how we will use their information they can visit our web site at www.glasgow.gov.uk/privacy or email dataprotection@glasgow.gov.uk.

Complaints

We aim to directly resolve all complaints about how we handle personal information. If your complaint is about how we have handled your personal information, you can contact the Council's Data Protection Officer by email at dataprotection@glasgow.gov.uk or by phone on 0141 287 1055.

However, you also have the right to lodge a complaint with the Information Commissioner's Office, who can be contacted by post at: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF. By phone on 0303 123 1113 (local rate) or 01625 545 745 or Visit their website for more information at <https://ico.org.uk/concerns>.

Please note if your complaint is not about a data protection matter or concerns the handling of personal information please contact us using the complaints procedures in place at <https://www.glasgow.gov.uk/complaints>.

More information

For more details on how we process your personal information visit www.glasgow.gov.uk/privacy
If you do not have access to the internet you can contact us via telephone to request hard copies of our documents.

