

WE MAKE
KILMARNOCK

Shop Development Grant Guidance Notes

We Make Kilmarnock Shop Development Grants 2026/27

Guidance for Businesses

This guidance supports businesses in **Kilmarnock, Hurlford and Crookedholm town centres** who want to improve the external appearance of their premises. Please read this fully before submitting an application.

1. About the Fund

The Shop Development Grants Scheme helps local businesses repair or enhance their premises. Funding is limited and competitive, and **not all applications will be successful**.

Applications **cannot be made retrospectively**, so please apply **before** starting any work.

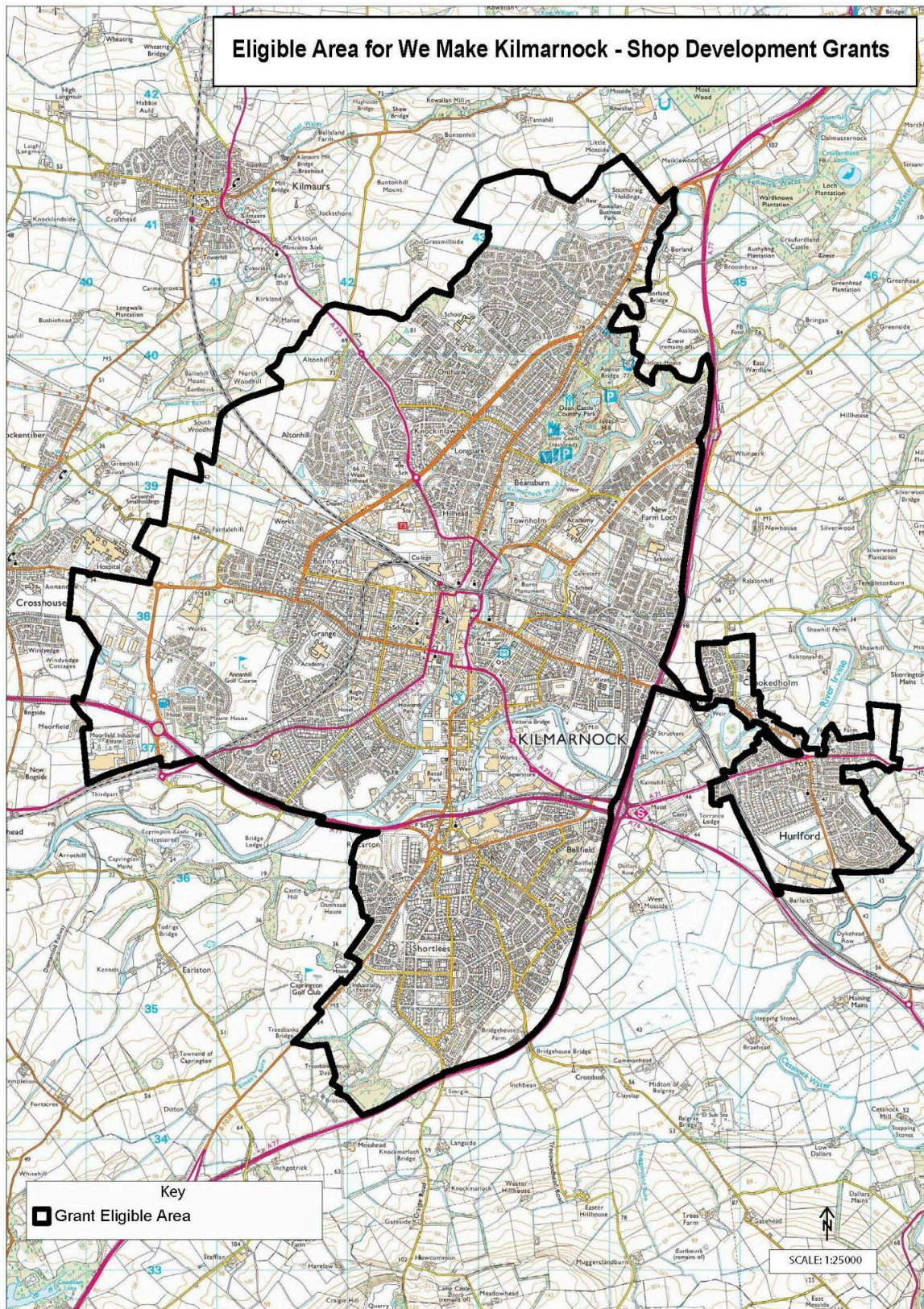
If you are VAT-registered, awards are paid **exclusive of VAT**. If you are not VAT-registered, VAT can be included in your application.

This is a **discretionary fund** and there is **no right of appeal**.

2. Who Can Apply

You can apply if you are a business within the eligible areas of Kilmarnock, Hurlford and Crookedholm.

Please refer to the map below, and you want to make improvements to your premises.



Examples of eligible works are detailed below.

3. What You Can Apply For

Eligible works include repairs, restoration, replacement and improvements to your premises. Examples include:

General Repairs

- Joinery repairs to fascia's, stall risers, windows and doors (no UPVC in conservation areas).
- Glazing repairs.
- Tiling repairs to doorsteps or recessed entrances.
- Ironwork repairs.
- Masonry or cladding repairs where these form part of the shopfront.
- Leadwork, coping and guttering repairs where they abut the shopfront.

Restoration of Traditional Features

- Repairs to mullions, consoles, pilasters and other decorative elements.
- Masonry restoration.
- Repairs to traditional blinds and awnings.
- Decorative ironwork.

Painting

- Painting of timber or masonry in **heritage colours** (required in conservation areas).
- Breathable paint for masonry.
- Paint removal (with a methodology statement). *Note: Painting stonework that has never previously been painted is not eligible.*

Signage

- Repairs to existing fascia or hanging signs.
- Replacement of plastic fascia's with timber (sustainably sourced).
- Traditional signwriting or raised cast vinyl letters.

Replacement

- Replacement of modern shopfronts with traditional designs.
- Replacement awnings/canopies (excluding Dutch canopies).
- New steel beams where they abut the shopfront.
- New glazing (shatterproof encouraged unless historic).

New Additions

- Improved disabled access.
- New timber hanging signs and brackets.
- New traditional awnings/canopies (excluding Dutch canopies).

Professional Fees

Eligible only when directly linked to eligible works:

- Architect, surveyor, structural engineer or agent fees.
- Statutory consent fees (planning, advertisement consent, listed building consent, building warrant).

VAT

If you are VAT-registered, awards are paid **exclusive of VAT**. If you are not VAT-registered, VAT can be included.

4. What You Cannot Apply For

Funding cannot be used for:

- Work already completed or underway.
- Improvements to land or amenity space in front of the premises.
- Removable items (planting, benches, trellises, hanging baskets).
- Painting stonework that has never been painted.
- Non-traditional canopies.
- Plastic windows, doors, signs or cladding (conservation areas).
- Photography, digital/web improvements.
- Freestanding signage (e.g. A-boards).
- Roller shutters.
- VAT (if VAT-registered).
- Insurance.
- Temporary signage.

5. How to Apply

Step 1: Submit an Expression of Interest (EOI)

Please note that the deadline for submission of EOI's is Monday 19th October at 12 noon.

Step 2: Attend Webinar.

Please note that you must register and attend one of the webinars scheduled for Thursday 23rd October. This will allow the opportunity to receive further information on the fund and allow you the opportunity to raise any issues or questions you may have.

Step 3: If your EOI is approved

You must:

- Prepare a detailed specification of works.
- Obtain **2–3 competitive quotations** (depending on project value).
- Provide detailed descriptions (where appropriate) of proposed improvements, including:
 - Colours (with British Standard Colour Chart references)
<https://www.britishstandardcolour.com/>).
 - Drawings with dimensions.
 - Signage proofs.
 - Materials and finishes.
- Provide photographs of current condition of premises.

Planning will review your proposal and advise whether statutory consents are required.

Step 4: Submit your full application

Your application will be assessed. If successful, you will receive an **Offer of Funding**.

Step 5: Secure statutory permissions

You must obtain all required consents before work begins. These may include:

- Planning Permission
- Listed Building Consent
- Advertisement Consent
- Building Warrant

You must provide reference numbers for any applications made.

A **Permission to Start** letter will only be issued once consents are confirmed.

Step 6: Complete the works and claim your funding

To claim your grant, you must submit:

- Final invoice
- Before and after photographs.

These images may be used to promote the scheme.

6. Contact Information

Planning Email: Submittoplanning@east-ayrshire.gov.uk Tel: 01563 576790
Website: Planning applications · East Ayrshire Council

Building Standards Email: BuildingStandards@east-ayrshire.gov.uk Tel: 01563 576790
Website: Building standards · East Ayrshire Council

We Make Kilmarnock EMAIL: communitiesconnected@tiscali.co.uk
[Tel:07551439622](tel:07551439622)

Town Centre Regeneration Team Email: tracy.murray@east-ayrshire.gov.uk
Tel: 07817707267

7. What You Must Submit With Your Application

- Drawings/specifications (if consents applied for).
- Planning/listed building/advert consent reference numbers.
- 2–3 competitive quotations.
- Photographs of current premises (JPEG).
- Bank details.

- VAT status.
- Declaration confirming you have read and understood the criteria.