

WE MAKE
KILMARNOCK

Shop Development Grant FAQ's

We Make Kilmarnock Shop Development Grant 2026/2027

Frequently Asked Questions

What counts as a “shop development grant”?

Examples of eligible works are detailed in the guidance note included in the information pack.

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

- 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.

The grant will not consider outdoor areas, boundary walls, or upper floors. However, repairs to render or pointing *around* the premises may be considered.

Further information on what we will and will not fund will be made available at the webinars scheduled for 29th October.

Do I need planning permission?

Possibly — and Planning will advise once they've reviewed your application.

Please note that you're responsible for securing any required consents. Planning permission is needed for changes that affect the external appearance of your building, including canopies, awnings, external security, and repainting in Conservation Areas.

If your building is listed, you may also need Listed Building Consent. Many signs require Advertisement Consent. A “Permission to Start” letter from We Make Kilmarnock will only be issued once proof of all required consents is provided.

How do I know if my building is listed?

You can check your address using Historic Environment Scotland's online search tool. <https://www.trove.scot/>

I'm only repairing my shopfront — do I still need to speak to Planning?

If it's a genuine like-for-like repair, you probably won't need consent — but please contact Planning to confirm. "Like for like means exactly as is."

However, if your shopfront is part of a listed building, even small repairs must be carefully considered to ensure they match the historic character.

Non-traditional styles are discouraged in Conservation Areas and not acceptable for listed buildings.

Do I need an architect or agent?

It depends on the scale of your project:

- **Small repairs:** A photo with a clear description is usually enough.
- **Larger repairs or replacements:** You'll need scale drawings.
- **Planning, advertisement, or listed building consent:** Drawings are required.

Planning may request more information if needed.

What types of alterations can receive funding?

See the Shopfront Improvement Guidance Note for full details.

Key points:

- Historic shopfronts (19th–early 20th century) should be retained and restored wherever possible.
- UPVC replacements in Conservation Areas are **not** eligible.

Quality of materials and workmanship is essential.

Do I need planning permission to repaint my shopfront?

If your property is in a Conservation Area, yes — you must apply for Planning Permission.

A list of Conservation Areas is available via East Ayrshire Council. [Kilmarnock Conservation Areas](#)

Are professional fees covered?

Yes. Funding can be used for architect, surveyor, structural engineer, and agent fees, as well as statutory consent fees (planning, advertisement, listed building, building warrant).

What paint colours are acceptable?

Choose colours that complement the surrounding streetscape. Conservation Areas require a sensitive palette, and you must state your final colour choice in your application.

Provide the **British Standard Colour Chart number** <https://www.britishstandardcolour.com/> and use breathable masonry paint where appropriate.

Testing a sample before buying is strongly recommended.

Are canopies and awnings eligible?

Yes — but only traditional, fully retractable canvas sun blinds.

They must:

- Suit the building's style
- Fit the width of the individual window
- Use traditional materials (canvas or woven fabrics)
- Avoid bright colours

Planning consent is likely to be required.

When will I receive a funding contract?

If your application is approved, you'll receive an Offer of Funding Letter. You must sign and return it. If consents are still pending, the contract will include a clause stating funds are only committed once consents are granted and the work has been carried out.

When can I start work?

You can begin once you receive your "Permission to Start" letter and all required consents are in place.

When can I request payment?

Please note that funding from this scheme is paid **retrospectively** — after the work is completed and evidence is submitted (photos, invoices on contractor headed paper with VAT number). This is normally done within 14 working days.

Please also note that any works commenced before permission to start is given will not be eligible.

Can I do the work myself?

No — works must be carried out by contractors.

How do I get contractor quotes?

You should:

- Provide a clear schedule of works
- Ask for written quotes on headed paper
- Request a breakdown of costs
- Ensure all contractors quote on the same specification
- Consider factors like availability as well as price.

Please note that details of contractors submitting quotes will be verified as part of the vetting process.

Required number of quotes:

- **Up to £999:** 2 quotes
- **£1,000 and over:** 3 quotes

Local traders are encouraged (East Ayrshire Trusted Trader scheme).

When should I start and finish my project?

Start after receiving your Permission to Start letter. You can claim funding once the work is complete and evidence of the work undertaken is provided. Please note that we will not fund retrospectively for works already completed or have not been approved as part of the application process.

What are the steps in the application process?

1. Read and download the forms
2. Your requirement to register for and attend the webinar
3. Check whether you need statutory consents and apply for them
4. Prepare a specification and obtain quotes
5. Submit your completed application
6. Application assessed by the We Make Kilmarlock Panel
7. Offer of Funding issued (if successful) subject to all necessary consents being received
8. Permission to Start issued once consents are secured
9. Complete works
10. Submit claim with before/during/after photos