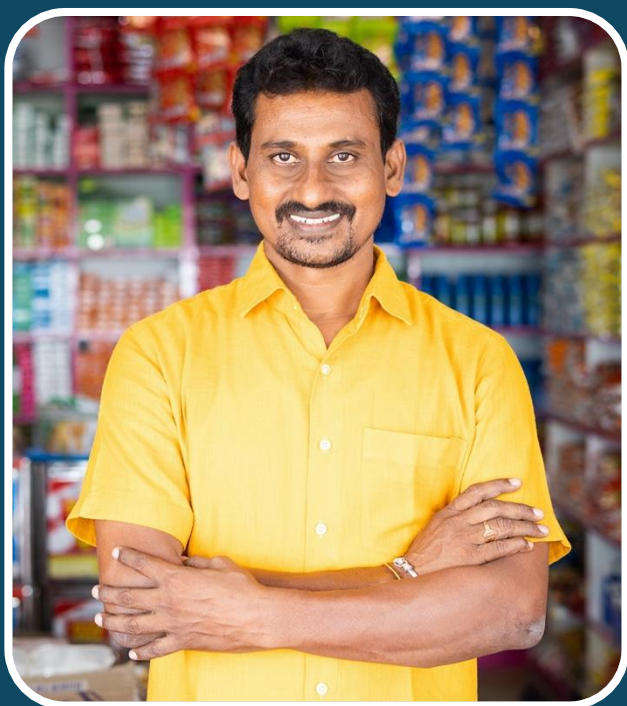


# Vacant Commercial Property Grant

## Application Form



## Vacant Commercial Property Grant Application Form

**Important:** Please ensure that you have read and understood the [Guidance Notes](#) before completing this form.

If you need help understanding the guidance, completing the form, or require a reasonable adjustment, please email us at [business@bristol.gov.uk](mailto:business@bristol.gov.uk). We welcome applications from people of all abilities.

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### Application Deadline

The deadline to apply is: **11:59pm on Friday 14 November 2025**

Your application must include:

- A **fully completed** application form (this form)
- A **bank statement** (from the last 30 days) showing access to at least **20% of the funding** you're requesting
- Photos of the **inside and outside** of the property
- Completed [Minimal Financial Assistance \(MFA\) Declaration form](#)
- A **signed lease or licence agreement** showing the **start and end dates** - *(Note: This information is required if you are requesting a Full Offer. If you are requesting an Offer in Principle, it is not required immediately. However, you must have identified a property you intend to lease or license, and you must be in a position to sign and submit the signed lease/licence within 60 days of receiving the Offer in Principle, or by Friday 14 November 2025 — whichever comes first*
- — See **section 15** of the [Guidance Notes](#) for details on **Offers in Principle**).

Your application form and all necessary supporting information should be sent by email to:  
[business@bristol.gov.uk](mailto:business@bristol.gov.uk)

Please note, Incomplete applications will not be considered.

For the purposes of equalities monitoring, we also ask that you fill out the voluntary online form:

- [Equality Monitoring Form](#) (submitted online - optional)

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### How to complete this form:

- There are **11 sections**, all of which must be completed.
- All questions are **mandatory**.
- Please **type** your responses (a typed signature is acceptable).
- Submit the form in a **Microsoft-compatible format** (Word or PDF).
- **Do not** submit scanned copies or Apple/Mac files — they will not be accepted.

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### Who should sign the form?

The form should be filled out and signed by the owner or main partner.



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**Section 1. Applicant details**

|                           |  |
|---------------------------|--|
| Q1. Personal Name         |  |
| Q2. Job title or position |  |
| Q3. Home Address          |  |
| Q4. Telephone number      |  |
| Q5. Email address         |  |



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## Section 2. Organisation details

|   |  |
|---|--|
| Q1. Organisation name   |  |
| Q2. Organisation website (if applicable)  |  |
| Q3. Legal status of organisation (e.g., <i>Ltd.</i> / <i>LLP</i> / <i>CIC</i> / <i>Charity</i> / <i>Sole Trader</i> )   |  |
| Q4. If your company is a legal entity (e.g., <i>Ltd</i> / <i>LLP</i> , etc) please indicate your company number (this is the number that Companies House would have provided you when registering with them)      |  |
| Q5. Gross turnover for your most recent full accounting year. If you've been trading for less than 12 months, enter your total turnover to date. (£0 is acceptable if you've not yet started trading.)            |  |
| Q6. Annual profit for the most recent full accounting year. If trading for less than 12 months, enter your expected profit for the current accounting year. (£0 is acceptable if you've not yet started trading.) |  |
| Q7. Date your organisation was established (use today's date if not yet established) —<br><b>DD/MM/YYYY</b>   |  |
| Q8. Are you VAT registered?<br><i>(you are not required to be VAT registered to receive funding, but it will affect the costs you can claim for items – see section 12 of the Guidance Notes)</i>                 |  |



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### Section 3. Full offer or an Offer in Principle

Q1. Are you applying for a **Full Offer** or an **Offer in Principle**?

### Section 4. Trading Status

Q1. Will this be the first commercial property your organisation has ever owned, leased or occupied?

Q2. If your organisation previously owned, leased, or occupied a commercial property but no longer does, please provide: the **final date of occupation (e.g., the date your lease expired)** and the **property address**

Q3. How many commercial properties does your organisation currently own, lease, or occupy? Please list each one, including: the **address, remaining lease/licence term, and legal basis of your occupation** (e.g., lease, licence)

Q4. Will you continue trading from your current business address(es) after taking on the new property? If so, do you expect to **stop or reduce your trading activities** from any of these properties in the foreseeable future?



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| Section 5. Vacant property details   |   |
|--|---|
| Q1. Address of the vacant property you have secured (or intend to secure) a lease on.<br>Please confirm the property is within an eligible area by checking the <a href="#">Bristol High Streets and Local Centres Boundaries Tool</a>   |   |
| Q2. Do you have a lease or licence agreement signed by all parties? <b>Yes / No</b> (If yes, attach it to your application email.)   |   |
| Q3. What are the start and end dates and total term duration of your lease or rental agreement?  | Start date (DD/MM/YYYY):<br>End Date (DD/MM/YYYY):<br>Total term duration (months):   |
| Q4. On which page of the lease/licence agreement is the <b>term length</b> stated?   | Page number:  |
| Q5. If your agreement has break clauses or notice periods allowing you to end the agreement before the fixed term has expired, please provide details of them here (e.g., lease has break clause option at 6 months, or licence agreement has 30 days' notice to terminate agreement)  |   |
| Q6. On which page(s) is the lease/licence agreement signed by you and the landlord?  | Page number of your signature:<br>Page number of the landlord's signature:  |
| Q7. If you are applying for an Offer in Principle and are currently in the process of negotiating a lease or a licence agreement, please indicate the following information:<br><br>A. Type of agreement you will be acquiring (e.g., a lease or a licence)<br><br>B. Expected lease term,<br><br>C. Expected break clause(s),<br><br>D. Date you expect to sign the lease (you must enter the expected date here and it must be realistic) –<br><br>NB: if you are applying for a full offer, leave this section blank or enter N/A | A. Type of agreement expected:<br>B. Expected term length:<br>C. Expected break clause(s) (if applicable):<br>D. Expected date you will sign: |
| Q8. On what date do you plan to start trading from the property?   |   |



|   |  |
|---|--|
| Q9. What are your expected trading days and hours at the new property?<br>(e.g., Mon–Fri, 8am–5pm)  |  |
| Q10. Have you obtained all the licences and permissions you need to trade? <i>You can find a full list of these on our <a href="#">licences and permits webpage</a></i>                 |  |
| Q11. Do any of the works you intend to carry out require <b>planning permission</b> ?<br>If yes, provide details on where you are in the process of applying.                           |  |
| Q12. At the time of submitting this application, how long had the property you intend to move into been vacant for? (Please enquire with the landlord or their agent if you are unsure) |  |

### Section 6. Financial details

|   |  |
|---|--|
| Q1. How much grant funding are you requesting? <i>Please read section 8 of the Guidance Notes for full details on the amount of funding you can request</i>   | £                                      |
| Q2. As noted in <b>section 12</b> of the Guidance Notes, you are expected to match fund our investment by at least 20%. In addition to the potential grant funding, approximately how much of your own money will you contribute toward the fit-out or equipment needed to make the property suitable for your business operations? | £                                      |
| Q3. Please list any grants or funding your organisation has received in the previous 36 months.<br><i>‘None’ is an acceptable answer to this question. This Grant Scheme is subject to State Subsidy Legislation.</i>   |  |
| Q4. Have you ever been, or are you currently, subject to formal insolvency proceedings (such as bankruptcy, an IVA, or other credit arrangements relating to loan arrears)?   | YES/NO<br><i>Delete as appropriate</i> |



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Q1. Please indicate below the overall number of **paid** Full-Time (FT) and Part Time (PT) positions your organisation **currently** employs.

|  |  |
|--|--|
| Overall number of <b>Full-Time</b> positions<br>(FT = 30 hours a week or more) |  |
| Overall number of <b>Part-Time</b> positions<br>(PT=29 hours a week or less)   |  |

[illegible]



Q3. Please indicate below the overall number of **paid** Full-Time (FT) and Part Time (PT) positions your organisation will employ **after you start trading** at the new property? (this should include all current roles + all expected new roles)

|  |  |
|--|--|
| Overall number of <b>Full-Time</b> positions<br>(FT = 30 hours a week or more) |  |
| Overall number of <b>Part-Time</b> positions<br>(PT=29 hours a week or less)   |  |

Q4. Please list all the **new** paid jobs you will create as a direct result of moving into your new property. Two example rows of how this table should be filled out are highlighted in green below. Please enter your response below these example rows. *You can add extra rows to the table if needed.*

| Job Title                     | Average number of hours worked per week | Expected Start Date | What will the employment status of this job be (e.g., PAYE, self-employed, intern, etc) | Is this role expected to last longer than 12 months: Yes/No |
|-------------------------------|---|---------------------|---|---|
| EXAMPLE: 3 X SALES ASSISTANTS | 15                                      | July 2023           | All self-employed   | Yes   |
| EXAMPLE: 1 X GENERAL MANAGER  | 37.5                                    | June 2023           | PAYE  | Yes   |
|                               |   |                     |   |   |
|                               |   |                     |   |   |
|                               |   |                     |   |   |
|                               |   |                     |   |   |
|                               |   |                     |   |   |
|                               |   |                     |   |   |
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|                               |   |                     |   |   |
|                               |   |                     |   |   |
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|                               |   |                     |   |   |
|                               |   |                     |   |   |
|                               |   |                     |   |   |
|                               |   |                     |   |   |

Q5. Is your organisation currently an accredited Living Wage Employer?  
For more information on becoming a Living Wage Employer see [Living Wage Foundation](#)

YES/NO  
Delete as appropriate

Q6. Would you like to find out more about becoming a Living Wage Employer?

YES/NO  
Delete as appropriate



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**Section 8: Purpose, Experience, and Social & Environmental Impact**

This grant is awarded based on the merit of your application in comparison to others we have received. We will award grants to organisations that:

- *Meet the eligibility criteria and have a clear understanding of their offer and possess relevant experience.*
- *Offer something different to the local area that makes a positive difference for visitors and local residents.*
- *Create jobs for local people (at least 1 new permanent job must be created if you are applying for £5000 or more, if you are applying for less than £5000, job creation is not required, but will strengthen your application)*
- *Recognise the climate emergency and are actively working to reduce their environmental impact*

Q1. What does your organisation do, and what services will you offer from your new property?

Please provide detailed information (approximately 2–5 paragraphs).

Q2. Please explain your experience of running this type of business.

Tell us about any relevant experience you or your organisation have.

We do not need a full CV — just a few paragraphs focusing on the experience that shows you are ready to successfully deliver your business at this new property (approximately 2–4 paragraphs).



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Q3. How are your products or services different from what is already available in the local area? How does your organisation help diversify the local offer?

Provide as much detail as possible (approximately 2–4 paragraphs).

Q4. How will your use of the new property help make the local area and Bristol a better place to live?

Provide detailed information (approximately 2–4 paragraphs).



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Q5. What steps has your organisation taken to help protect the environment?

Please tell us what you have already done to be more environmentally friendly, what commitments you have made to make your business activities more sustainable, and what future changes you plan to make. (approximately 2–4 paragraphs).

Q6. Why do you need this funding, and how will it help you start trading from your new property?

Please provide detailed information (approximately 2–4 paragraphs).



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## Section 9. Requested items to be funded

Please use the table below to **list the items and works you would like considered for funding**. If your application is approved, the Grant Panel will select the eligible items and works from your list that they agree to fund. This approved item list will then be confirmed in your Grant Offer Letter.

For full details about how much you can apply for and what the funding can cover, please read **Sections 8 & 9** of the **Guidance Notes**. If you're unsure whether something can be funded, email [business@bristol.gov.uk](mailto:business@bristol.gov.uk) for advice.

### Important:

- List each item separately and describe it clearly. You should include an explanation of how it will help your organisation operate or provide services from the grant-supported property.
- Give estimated costs in £GBP.
- Focus on a small number of key, high-value items or works that are critical to getting your business up and running at the new premises.
- Avoid listing small cost items, these should be funded by you directly.
- If the frontage of the building is in poor condition, you should include costs for fixing it in your list.

**Reminder:** You must not start any works or buy any equipment before you receive a formal Grant Offer Letter from the Council.

| Item no.                                | Item description<br>Clearly Describe fit out works and materials.<br>Clearly explain the function of equipment.<br>You can add extra rows if needed | Cost |
|---|---|------|
| 01                                      |   |      |
| 02                                      |   |      |
| 03                                      |   |      |
| 04                                      |   |      |
| 05                                      |   |      |
| 06                                      |   |      |
| 07                                      |   |      |
| 08                                      |   |      |
| 09                                      |   |      |
| 10                                      |   |      |
| Total cost of all items                 |   | £    |
| Total amount of grant funding requested |   | £    |



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## Section 10. Supporting Information Checklist

Please send us the information requested in the table below. We are not able to make an offer of grant funding until we have received all required supporting information. Your application form and all necessary supporting information should be sent by email to: [business@bristol.gov.uk](mailto:business@bristol.gov.uk)

**You must ensure all files you send us are Microsoft compatible (PDF, Word, JPEG, or PNG). They must be named clearly so it is obvious what information they contain.**

| Have you provided the necessary supporting information with your application? |   | Delete as appropriate |
|---|---|-----------------------|
| 1.  | Fully completed, dated, and signed <b>Application Form</b> ( <i>this form</i> ). All questions are mandatory.<br><br>( <i>this information is required if you are requesting a full offer or an offer in principle</i> )  | YES/NO                |
| 2.  | A <b>bank statement</b> (from the last 30 days) showing access to at least <b>20% of the funding</b> you're requesting. For Sole traders this can be in a personal name. For businesses, charities and CIC's this must be in the name of the organisation.<br><br>( <i>this information is required if you are requesting a full offer or an offer in principle</i> )   | YES/NO                |
| 3.  | <b>Photographs</b> of the interior and exterior of the property. Please ensure you provide enough to show us the scale of each room or space in the unit and how the frontage appears on the high street<br><br>( <i>this information is required if you are requesting a full offer or an offer in principle</i> )   | YES/NO                |
| 4.  | Completed <b>Minimal Financial Assistance (MFA) Declaration form</b> . This must be downloaded, filled out and signed by the same person who signs the application form.<br><br>( <i>this information is required if you are requesting a full offer or an offer in principle</i> )   | YES/NO                |
| 5.  | <b>Complete lease or licence agreement</b> with start and end date, signed by all parties. We cannot accept documents that are incomplete, unsigned, or missing key dates. We will review the agreement to ensure it provides you with sufficient rights to occupy and trade as described in your application. We reserve the right to reject applications if the terms of lease or licence are judged by us to be unacceptable.<br><br>( <i>This information is required if you are requesting a Full Offer. If you are requesting an Offer in Principle, it is not required immediately. However, you must have identified a property you intend to lease or licence, and you must be in a position to sign and submit the signed lease/licence within 60 days of receiving the Offer in Principle, or by Friday 14 November 2025 — whichever comes first</i> ) | YES/NO                |

**Equality Monitoring Form.** We also ask that you fill in an online equality monitoring from: [LINK](#)

(This form is voluntary, anonymous and confidential. Any personal or sensitive information you provide will be used solely for equalities monitoring to ensure that everyone is treated fairly.)



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## Section 11. Declaration

Bristol City Council reserves the right to decline applications that we determine do not meet our objectives or eligibility criteria. Decisions are made at our discretion and are final. There is no appeals process.

You must clearly state within this application and supporting documents how this grant money will be spent and how your proposal meets the Council's objectives and eligibility criteria.

Any grant award will be paid in arrears. Please see the [Guidance Document](#) for full terms and conditions.

**Please complete and sign the below declaration to confirm you have read and understood:**

I hereby declare that the information I have provided is correct to the best of my knowledge and belief, that I am not in insolvency, I have not been adjudicated bankrupt, nor made any composition with my creditors or that no civil court judgement exists against me. I understand that any false information given could result in repayment of grant monies paid to me in full immediately.

I confirm that I am not involved in any way or connected with any activity that is not suitable to be supported from public funds. I further declare that the financial assistance which is the subject of this application will be used solely for the purposes stated above and proof will be supplied to confirm the amount spent. I understand the grant is discretionary and intended to support an organisation's viability to take on a vacant unit and is not approved automatically in any circumstances.

I confirm that I understand grant payments are made in arrears, and I have access to funds to cover all purchases upfront. If my application is successful, I will use my business bank account for all transactions and obtain valid professional invoices or receipts. I can spend at least £2,500 of my own funds and wait up to 6 weeks for reimbursement after submitting a successful claim.

I confirm that I consent to Bristol City Council sharing the information provided in this form with partner organisations involved in the administration and oversight of this grant scheme. This may include, but is not limited to, the West of England Combined Authority (WECA) and other relevant funding or delivery partners.

The information will only be shared where necessary for assessing your application, managing the grant, or evaluating the impact of the scheme. It will not be used for marketing purposes or shared more widely without your permission.

I agree to the use of my personal data in line with Bristol City Council's privacy notice:

<https://www.bristol.gov.uk/about-our-website/privacy>

|                                     |  |
|-------------------------------------|--|
| Name                                |  |
| Signature<br>(typing is acceptable) |  |
| Date (DD/MM/YY)                     |  |



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