
Stocksbridge Towns Fund Shop Front Improvement Scheme –

Guidance for Applicants

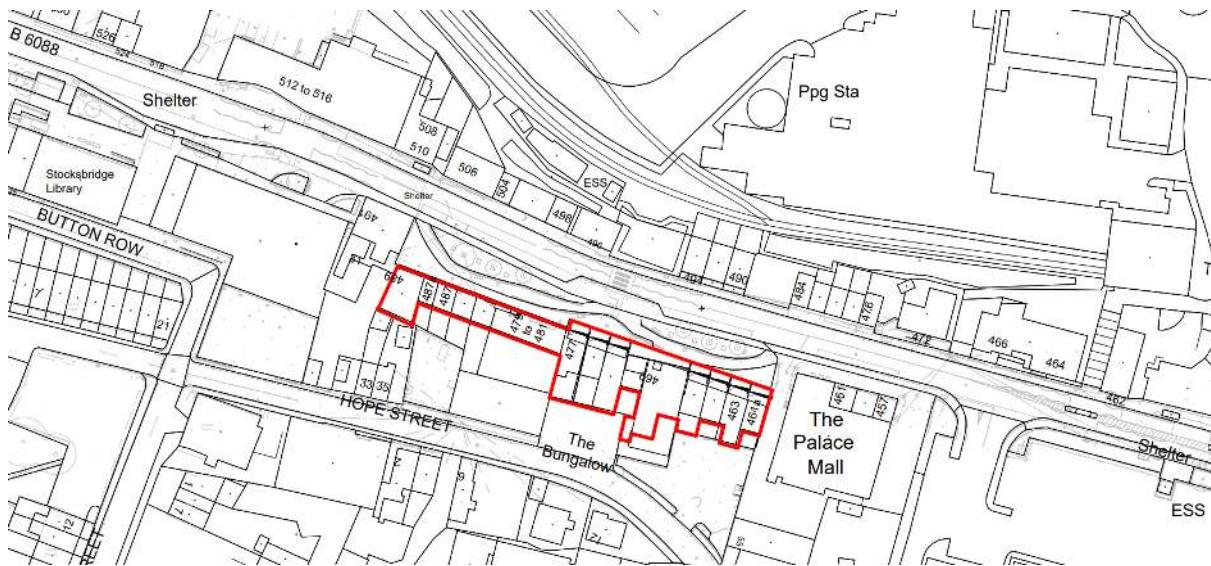
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What is the Stocksbridge Towns Fund Shop Front Improvement Scheme?

On behalf of the Stocksbridge Towns Fund Board, Sheffield City Council is delivering a shop front improvement scheme to help brighten up and improve the look of the shop fronts on Manchester Road, between The Palace Mall, Manchester Road and 491 Manchester Road (the former Bargain Booze) as shown on the plan below. This project is funded by the Government as part of the Towns Fund Deal.



The Council understands that each shop is different and will need its own design. The work done will be tailored to the needs of each property. The images below show the types of materials and finishes planned for the scheme:



Figure 2: Elevation – Shop Front – Type A (with Canopy)



Figure 3: Elevation – Shop Front – Type B (without Canopy)

Find out more about the planned improvements to the Shopfronts and across Stocksbridge by visiting Stocksbridge towns Fund Website at www.welcometostocksbridge.co.uk or email stfshopfronts@sheffield.gov.uk

Who can apply?

The scheme is open to property owners and tenants of shops located The Palace Mall, Manchester Road and 491 Manchester Road (former Bargain Booze).

If you own or run more than one shop, you can apply for each one separately.

Being in the right area doesn't mean you will automatically qualify. All applications depend on the amount of funding available, meeting the rules of the scheme, and the Council's decision.

Funds are offered on a first come, first served basis and funding is available for a limited time. We reserve the right to close the grant scheme to new applicants at any time. The planned closure to new applications is June 2026

What works are proposed?

The main aim of the scheme is to improve how the shopping area looks, making it more attractive and welcoming. This is not a full renovation or a way to fix existing problems with the buildings.

Here is what the scheme will cover:

- Replacing current shop fronts with new ones, including wood details, new glass, and doors with strong aluminium frames.
- Removing old shop signs and putting up new ones in a special illuminated area.
- Replacing windows and window ledges on the upper floors.
- Fixing up upper floor walls as needed.
- Cleaning and repainting the canopy (where appropriate). Removing any plants growing where they shouldn't be.
- Adding internal security shutters with open grilles inside the shop and taking away the old shutters from outside.

This is what is not included as part of the works:

- Works to existing defects in the building, including electrical works.
- Interior or exterior works to bring units up to regulatory compliance, include accessibility measures and fire access issues.
- Interior works to reconfigure shop units to align with shop front changes.
- Works which have already been undertaken to the shop fronts.
- Works that are not carried out/ delivered by the Council's contractors.

What is the applicant responsible for?

The Council will deliver the works, but the applicant will be committing to certain responsibilities as part of the scheme. These include:

- Businesses occupying shop units may need to close whilst the works are being carried out. The contractor will try to avoid this where possible or keep closures as short as possible. However, where closure is required the Stocksbridge Towns Board / Council will not provide any compensation for loss of trade or stock.
- Shop owners/ tenants will need to clear out the identified work area and protect stock before the works are carried out. All items that can be moved, including furniture, and stock, must be taken out of the property before the works begin. Items not removed may be at risk of damage, and the Stocksbridge Towns Fund Board / Council will not be responsible for them.
- Shop owners/ tenants will need to pay any legal fees they may incur.

How do I apply, and what will I need to provide?

Anyone with an interest in the property can apply, provided they can supply all of the following information:

- A completed application form.
- A copy of your valid building insurance certificate for the property.
- A copy of your valid electrical installation condition report (EICR) indicating that existing installation was found to be 'satisfactory' at the time. (More information on EICR certificates can be found in the FAQs at the end of this guidance)
- A copy of your valid asbestos register and/or asbestos management plan. (More information on asbestos registers can be found in the FAQs at the end of this guidance)

- Written consent from every party with a legal interest in the property stating that they are all in agreement to the application and works proposed to the property. This might include:
 - the owner(s)
 - the freeholder (s)
 - any tenants /leaseholders (if there are any) and
 - anyone in occupation of the property (if this is not the tenant /leaseholder)
 - the mortgage provider
 - anyone else with a legal interest in the property

Note: Evidence of each legal interest will be required to be provided.

All of the above information will be required for a valid application.

In the first instance an informal expression of interest should be made to the project team by email, so that a pre-application meeting can take place to discuss aspirations and the grant application / funding process.

Enquiries and applications should be sent to: stfshopfronts@sheffield.gov.uk

What happens after I submit my application?

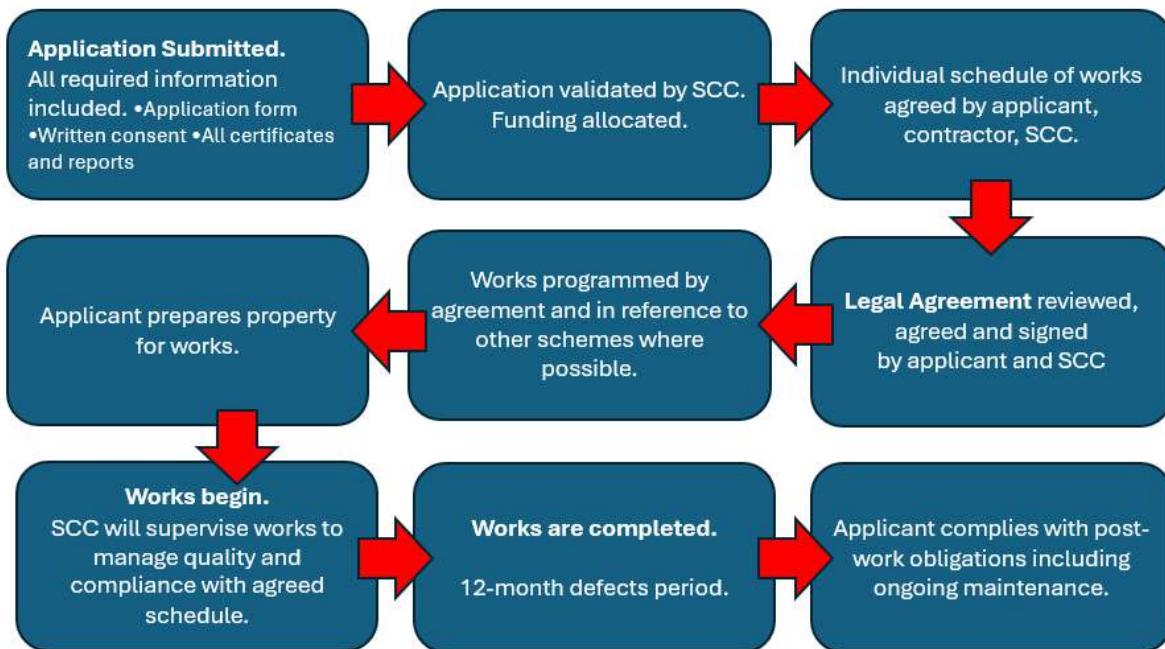


Figure 4: Process from application to works.

What are the conditions of the scheme?

Successful applicants will need to enter into a legal agreement with the Council to accept the works and setting out all of the requirements of the scheme. A draft copy of this legal agreement will be provided for review, and a summary of the main principles is given here.

- The Council will ensure that the works are completed in a good and skilful manner, and using good quality, new materials which are appropriate for the works; and
- Works will be provided in accordance with the agreed specification.
- No additional works may be commissioned from the Council's contractor outside of the agreed specification.
- Access must be provided to the Council's contractor as agreed in the Works Agreement.
- The completed works must be properly maintained; and
- Features provided by the works including the signage should not be removed or altered for a period of XX years.
- *The shop owner/tenant is responsible for the day-to-day Health and Safety status of their building. As a statutory authority, the Council has a duty to act in accordance with regulations. If we become aware that a business may be operating outside of these regulations, we are obliged to report it.*

Publicity requirements

The Stocksbridge Towns Fund Board and/or Sheffield City Council will create publicity materials based upon this grant scheme to help promote it to other local businesses. This could include references in press releases, e-newsletters, council publications or on social media. The council will also develop case studies, to demonstrate the scheme and promote the benefits to other businesses. Case studies will only be developed after discussion with the businesses, but businesses participating in this scheme should be willing to be featured within a case study. In all cases, works recipients will be required to install a small window vinyl which demonstrates that the works were supported by the Stocksbridge Towns Fund Deal.

FAQs

Do I need to apply for planning permission/advertising consent/Building Control approval?

No. The Council will take responsibility for any permission required.

Will the Shopfront Improvement Scheme address issues outside on Manchester Road, e.g. Parking, railings, pavement materials?

No. Parking, road layout changes, pavement and walkway alterations and street furniture provision are excluded from the Shopfronts project. They may be picked up as part of the Placemaking project I the future.

Will the Shopfront Improvements address issues with my existing building, e.g. fire escape or accessibility?

No. The condition of your existing property is not part of the Shopfronts Scheme, which is focussed on visual uplift of the Manchester Road high street.

Will businesses need to close during improvement works and if so, for how long?

The Council is currently finalising the designs for the works and tendering for a contractor. Until we have full detail of how the works will be completed, we won't know the answer to this.

The shop owner will have this information before any works start, and any disruption or closure will be kept to a minimum.

I have more than one property, can I apply for works to be done to them all?

Yes, you may be eligible for works to more than one property.

Will there be compensation if my business has to close for a short period?

No. Compensation for loss of trade is not currently part of the offer. Disruption to units will be kept to a minimum.

When will works start?

The Council will be ready to start works in early 2026. When individual projects can start will depend on the status of the application, the signed agreement, and the ability to batch the works up.

What is an Asbestos Management Plan and do I need one?

An Asbestos Management Plan is a document that explains where asbestos might be in your building and how it will be managed to keep people safe.

Sheffield City Council (or their contractors) will need to see your plan before starting work, so they know about any risks and can work safely.

Please check Government Guidance for your legal responsibilities for asbestos in your premises on www.gov.uk: [Asbestos regulations for your commercial property - GOV.UK](http://www.gov.uk)

What is an electrical installation condition report (EICR) and do I need one?

An Electrical Installation Condition Report (EICR) is a safety check of your shop's electrics. It shows if your wiring, sockets and circuits are safe and meet national standards. You need an EICR for your shop to meet safety rules.

For shops and other commercial premises, an EICR is typically required every 3 to 5 years, depending on the age and condition of the installation

The report will highlight any problems and give them a code:

- **C1 – Danger now:** Must be fixed straight away.
- **C2 – Could be dangerous:** Needs urgent repair.
- **FI – Further investigation:** More checks needed.
- **C3 – Improvement recommended:** Not unsafe but could be better.

Sheffield City Council (or their contractors) will need to see your EICR before any works can start and proof that any C1 and C2 problems have been fixed.

An electrician will also do a pre-check to make sure any problems in your report have been sorted.

I have a (cash point/air conditioner/roller shutter/other) on the front of my unit.

How will this affect my application?

Please talk to us. Each unit has its own schedule of works, and we will work with you to address any challenges to make sure the works to your unit match with the design principles of the other units.

What is happening with the canopy?

The agreed proposal is to clean and repaint the canopy (where appropriate). Removing any plants growing where they shouldn't be.

A recent survey confirmed that there is no drainage system currently in place. Adding drainage to the existing canopy is not included in the Towns Fund Scheme.