



For office use only  
Building ID No: \_\_\_\_\_  
Valuation Office ID No: \_\_\_\_\_  
Water Services Ac. No: \_\_\_\_\_  
Rates Ac. No: \_\_\_\_\_

**Leitrim County Council  
Art/ Craft Studios or Art/Craft/ Artisan Food Shop Grant Scheme  
Application Form**

**Instructions for completing Application Form:**

1. Please ensure you have read the Leitrim Council **Art/ Craft Studios or Art/Craft/ Artisan Food Shop** Grant Scheme Programme details.
2. Please ensure that all required documents as outlined in the Checklist are submitted with your application form as failure to do so will delay the processing of your application form and may result in refusal of an application.

**Personal Details**

**1. Name of Applicant**

**2. Address for**

**Correspondence**

**3. Email Address**

**4. Contact Phone Number**

**5. PPS Number**

**6. Is this a new or existing operation?**      Existing          New   

**7. How many people will be employed (including owner manager) in this business?**

\_\_\_\_\_

**Retail Details**

**8.1 Please indicate what type of retail business you propose to operate, tick all that apply.**

Arts       Crafts       Artisan Foods

**8.2 Please provide a brief description of your retail proposal (including details of what elements of the produce you will be self producing and how your retail offering will comply with the terms and conditions of the scheme).**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



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**Premises Details**

*Note: Please enclose a photograph of this unit.*

**9.1 Proposed Retail Unit Address** \_\_\_\_\_

**9.2 Please indicate the sq m of floor space to be utilised.** *Note: This scheme only applies to units of less than 60 sq m.*

\_\_\_\_\_

**9.3 Please indicate the date this Retail Unit was last occupied.**

\_\_\_\_\_

**9.4 Please indicate the previous use of the retail unit.**

\_\_\_\_\_

**10.0 Do you own the property?** Yes  No

**11.1 Are you leasing the property?** Yes  No

**11.2 Please indicate the period of lease (start date and end date).**

Start Date \_\_\_\_\_ End Date \_\_\_\_\_

**Application Process**

Completed Applications should be submitted by post to:

Art/ Craft Studios or Art/Craft/ Artisan Food Shop,

Economic Development,

Leitrim County Council,

Aras an Chontae,

Carrick on Shannon,

Co. Leitrim.

<b>Checklist</b>	<input checked="" type="checkbox"/>
Completed Application Form	<input type="checkbox"/>
Photograph of proposed retail unit	<input type="checkbox"/>
Copy of lease	<input type="checkbox"/>
<i>I have read and understand the note on Freedom of Information contained in the Guidelines and below??</i>	<input type="checkbox"/>

## **General Data Protection Regulation**

Leitrim County Council is committed to its transparency obligations under the General Data Protection Regulation (GDPR). Our data protection notice for personal data that is supplied to us by our clients is available at [www.leitrimcoco.ie](http://www.leitrimcoco.ie). This notice contains important information about how we process personal data that is supplied to us by clients. We request that you read the notice carefully and that you ensure that it is made available to any data subjects (e.g. your employees) whose personal data you provide to us.

Leitrim County Council is committed to protecting and respecting your privacy. Our Data Protection Notice tells you about your privacy rights and sets out how we, as a Controller, collect, use, process and disclose your personal data relating to your interactions with us. Please refer to [www.leitrimcoco.ie](http://www.leitrimcoco.ie) for copies of our privacy notices.

By ticking 'I agree', you confirm that: (a) you have complied with your own data protection obligations in respect of the personal data that you supply to us and that you are entitled to disclose such personal data to us; and (b) you will ensure that a copy of our data protection notice is sent to data subjects (e.g. your employees) whose personal data you provide to us.

I agree

## **Freedom of Information**

Leitrim County Council will not release any information received as part of this application unless it is required by law, including the Freedom of Information Act 2014. If we receive a Freedom of Information request, we will tell you so that you have reasonable time if you want to contest a disclosure.