

# High Street Business Security Improvement Grant Scheme

## Guidance

We are offering financial support to help high street shops and businesses in East Suffolk enhance their security. This grant scheme is designed to reduce break-ins and reduce anti-social behaviour and support anti-theft initiatives, helping to create safer, more resilient town centres and increase the confidence of local business owners and shoppers using the high street.

Eligible businesses can apply for a grant covering up to 50% of the total cost of approved security improvements, up to a maximum of £2,000.

|               |   |
|---------------|---|
| Launch date   | w/c 16 February 2026                                    |
| Closing date  | Monday 30 March 2026                                    |
| Appraisals    | Tuesday 31 March – Thursday 16 <sup>th</sup> April 2026 |
| Panel date    | w/c 27 April 2026                                       |
| Decisions due | w/c 27 April 2026                                       |

## What can be funded:

Security improvements may include (but are not limited to):

- Installation of gates, grilles, or suitable security shutters
- Upgrading door locks and strengthening entrances
- Reinforcing single-glazed windows
- Adding fencing or railings
- Intruder alarm systems and other approved security devices
- Door access control systems or video intercoms
- Security lighting for parking areas, alleyways, or building perimeters
- Anti-climb measures to restrict roof access
- Landscaping designed to improve visibility and reduce vulnerability
- Internal or external CCTV security systems – East Suffolk Council may fund this work, but it is the applicant's responsibility to make sure they follow all required Codes of Practice and meet the rules set by the Biometrics and Surveillance Camera Commissioner
- Installation of anti theft systems e.g. electronic tagging

Please note that formal permission may be required, so we recommend seeking guidance before submitting your application - [Find out if you need planning permission » East Suffolk Council](#)

If planning consent is necessary, please be aware that this grant cannot be used to cover any associated planning costs.

## Scheme Priorities:

In your application, you must evidence how your project meets the following priorities;

### 1. Crime Reduction and Safety

- Your project must demonstrate a clear impact on reducing theft, break-ins, and anti-social behaviour.
- Proposed measures should include visible deterrents such as shutters, CCTV, security lighting, or equivalent security enhancements.

### 2. Sustainability

- You must ensure you have taken into account a maintenance plan for all installed measures (e.g., CCTV servicing, lighting upkeep).
- You must show how the improvements will deliver a long-term benefit beyond the grant period, not just a short-term fix.

### 3. Community Confidence

- Your proposal should provide visible deterrents that make high streets feel safer for shoppers and staff, supporting local trade and creating more welcoming high streets.

### 4. High-Impact Location

- Your business must be located in one of the priority towns **or** in a smaller locality with a clear commercial offer.
- Applications from priority areas will be given preference.

The East Suffolk Community Safety Partnership (CSP) Action Plan is a strategic framework that sets out how partners will work together to improve safety and reduce crime across East Suffolk. It includes a range of objectives and priorities including:

- “Make sure that town centres are as safe as possible so that people feel safe enough to use them, which drives social and economic benefits.”
- “Coordinate an approach to support local businesses in reducing shoplifting.”

## What can't we fund:

- Improvements to residential property, including residential property located above commercial premises
- Retrospective cost and applications i.e. for work already completed or underway
- Costs associated with planning permission and building regulations fees
- Architects' fees
- Planning fees
- VAT: If you can claim back VAT then VAT is not eligible as part of the costs of your project and should not be included.
- Annual/usual organisation running costs and core staffing costs
- Projects unable to start within **6 months** of the grant award date
- Repeat funding – i.e. if East Suffolk Council has previously provided a grant for the same activity

The above list is not exhaustive and other items may also apply.

The fund is available to businesses, landlords and tenants\* of high street businesses who are located within the geographical area of East Suffolk.

This includes:

- Sole traders
- Limited companies
- Business partnerships
- Landlords of commercial high street space
- Any constituted “not for profit” community, voluntary or business group
- Voluntary organisations or social enterprises

\*If your project is taking place on rented/leased/tenanted land or premises, please ensure you submit a letter of authority from the owner or that the owner applies for the grant funding direct.

## Who Will Be Prioritised?

Applications will be prioritised from the following:

- Retail shops
- Restaurants, cafés, bars, and public houses

- Service-based businesses operating in retail-type premises (e.g. health and beauty, leisure, or professional services)

**Certain businesses are excluded from applying for this grant and these include pawn brokers, adult/private shops, betting shops, charity shops, vaping shops, national and international chain stores.**

Priority will be given to premises located within the following 12 towns however we will also consider applications from smaller localities who can demonstrate a commercial offer (for example, a small village row of shops):

- Aldeburgh
- Beccles
- Bungay
- Felixstowe
- Framlingham
- Halesworth
- Leiston
- Lowestoft
- Saxmundham
- Southwold
- Wickham Market
- Woodbridge

## What you will need to apply

Before funding can be released, successful applicants must provide:

- Proof of property ownership or occupancy
- Evidence of any necessary permissions (e.g. planning or listed building consent, where applicable)
- Proof of ability to fund your share of the improvement costs
- At least two itemised quotes for the proposed works

## Scheme Process

If the application is fully complete (i.e. all the required information is provided) it will be taken to a Panel Meeting which will be up to three weeks after the grant deadline below. See the diagram below for more information on the application process.

## Received applications

All received applications are appraised and scored by the East Suffolk Funding Team after the deadline of each funding round.

Potential queries are raised with applicants following appraisals.



## Panel meeting

The appraised applications are taken to a panel of officers to discuss the outcome of the applications.



## Outcome

Applicants will be informed of the decision by email, and for those that are approved, the applicant will receive a grant acceptance / offer letter.

An evaluation and monitoring form will be sent for completion **after the stated project completion date on your application form** Please keep copies of receipts and invoices related to the project / activity – we will ask to see these as part of our monitoring process as we spot check a proportion of successful applications.

Applications will be scored as per the below scoring matrix

| Criteria   | Strong Projects will have....  | Weak projects will have....  | Scoring |
|--|--|--|---------|
| What impact will this project have on the local area/high street | The project will have a positive impact on the high street/local area. | It is unclear what impact this project will have in the local area | 0 – 4   |
| Evidence of Need for the project and market need and demand      | The applicant has demonstrated the required knowledge of need for the  | The proposal is based on anecdotal evidence and it is              | 0 – 4   |

|                                  |   |  |       |
|----------------------------------|---|--|-------|
|                                  | project and market need and demand.   | unclear whether this project is needed   |       |
| Clear links to scheme priorities | The applicant has clearly articulated how the investment will meet all the fund priorities set out in the grant guidance. | The applicant has not clearly articulated how the investment will meet one of the three fund priorities set out in the grant guidance. | 0 – 4 |
| Value for Money                  | The project has been realistically costed and clear descriptions have been provided.                                      | The project is significantly under costed or over costed and descriptions are not clear.   | 0 – 4 |
| Deliverability                   | The project is realistic and has clear start/end dates  | It is unclear when the project is due to start/end   | 0 - 4 |

For any enquiries relating to the grant, please contact [grants@eastsuffolk.gov.uk](mailto:grants@eastsuffolk.gov.uk)