

.CORONAVIRUS BUSINESS SUPPORT FUND BUSINESS SUPPORT APPLICATION FORM



The Scottish Government Coronavirus Business Support Fund is being administered by Local Authorities.

The ratepayers of businesses located in a non-domestic property that is on 17 March 2020;

- 1) in receipt of the Small Business Bonus Scheme (SBBS);
- 2) in receipt of Rural Relief; or
- 3) eligible for SBBS but in receipt of Nursery Relief or Disabled Relief;

can apply to access a support fund and receive a one-off small business support grant of £10,000. This is only available if they were the ratepayer for a non-domestic property occupied for that business use on 17 March 2020.

A separate one-off grant of £25,000 is available to the ratepayers of businesses in the Retail, Hospitality, Leisure sectors operating in a non-domestic property with a rateable value between £18,001 up to £50,999. This is the rateable value as at 17 March 2020 regardless of any subsequent reduction in rateable value due to an appeal. This is only available if they were the ratepayer for a non-domestic property occupied for that business use on 17 March 2020.

Eligible ratepayers can apply for a one-off grant payment as detailed below up to 31 March 2021. Only one grant is allowed per ratepayer regardless of the number of non-domestic properties held.

These grants are aimed at helping keep companies in business and keep productive capacity so that they can recover. Their intention is to:

- Protect jobs
- Prevent business closure
- Promote economic recovery

Please complete all of the parts of this application that apply to you in full, and email a copy to your local authority at businessrates@westlothian.gov.uk

West Lothian Council will review your application and assess if you are eligible for the grant. Councils will aim to make payment within 10 working days from receipt of a **fully completed application**.

The deadline for applications to the Business Support Fund is **31 March 2021**.

Please check just one of the following boxes:

SMALL BUSINESS SUPPORT GRANT

Application for a one-off £10,000 grant available for the ratepayers of non-domestic properties which had a rateable value of £18,000 or less and were, on 17 March 2020, 1) in receipt of the Small Business Bonus Scheme (SBBS), 2) in receipt of Rural Relief, or 3) eligible for SBBS but in receipt of Nursery Relief or Disabled Relief.

If you are eligible for the £10,000 grant please complete **Section 1 over the page.**

RETAIL, HOSPITALITY, LEISURE SUPPORT GRANT

Application for a £25,000 grant available for relief recipients with a rateable value between £18,001 and £50,999 in the retail, hospitality, and leisure sectors.

If you are eligible for the £25,000 grant please complete **Section 2 over the page.**

SECTION 1: IS YOUR BUSINESS ELIGIBLE FOR SUPPORT FROM THE CORONAVIRUS FUND?

To be eligible for payment of £10,000, statements a) and b) must apply to your business while statement c) must not apply:

<i>Please tick the statement that applies to your business</i>	Yes	No	Guidance Note
<p>(a) Please confirm you were in occupation of the business non-domestic property as at 17 March 2020 and in receipt of any of the following reliefs:</p> <ul style="list-style-type: none"> • Small Business Bonus Scheme (SBBS) • Rural Rate Relief • Nursery Relief but eligible for SBBS • Disability Relief but eligible for SBBS 			<p>Information on SBBS eligibility is available at: https://www.mygov.scot/non-domestic-rates-relief/small-business-bonus-scheme/</p>
<p>(b) Your non-domestic property is NOT one of the following listed property types (check your property type by inputting your property details into www.saa.gov.uk):</p> <ul style="list-style-type: none"> • Advertising • Anemometer Mast • ATM Site • Boathouse • Bothy • Burial Ground • Cable • Car Park • Car Space • Caravan • Castle • Common Room • Coup • Deer Forest • Display Area • Electricity • Fishing Hut • Fuel Tank • Gallop • Game Larder • Grazings • Ground • Hangar • Heliport • Holiday Hut • Hut • Jetty 			<p>If your non-domestic property is listed as any of the property types listed then you are not eligible for this grant. This list is not exhaustive and properties that fall in similar categories may not be eligible.</p>

<ul style="list-style-type: none"> • Land • Lighthouse • Lock-Up • Mast • Monitoring Site • Oil Tank • Parking Bay • Peat Moss • Pier • Pigeon Loft • Public Toilet • Quarry • Sand & Gravel • Self Catering • Shootings • Site • Site Huts • Slipway • Stance • Taxi Rank • Telecommunications • Time Share Units • Traffic Monitoring • Waste • Waste Water Treatment • Water • Weighbridge • Wind turbine • Yard 			
<p>(c) The occupier of the non-domestic property has made an application for a support grant for another eligible non-domestic property.</p>			<p>If a ratepayer has more than one eligible non-domestic property, they will only qualify for the grant in relation to one of the properties.</p>

Once you have completed this section, please complete Section 3.

SECTION 2: IS YOUR BUSINESS ELIGIBLE FOR SUPPORT FROM THE CORONAVIRUS FUND?

1. To be eligible for payment of £25,000, statements a) and c) must apply to your business while statement b) must not apply:

<i>Please tick the statement that applies to your business</i>	Yes	No	Guidance Note
<p>(a) The business operates in a non-domestic property in the retail, hospitality, and leisure sectors that is currently in one of the following:</p> <ul style="list-style-type: none"> • Amusements • Animal Welfare • Arts Centre • Auction Mart • Bakery • Bed & Breakfast Accommodation • Bingo Hall • Bowling Alley • Bowling Club • Cafe • Camping Site • Car Wash • Caravan Site • Chalet • Cinema • Clinic • Club • Cricket Club • Depot • Entertainment Centre • Exhibition Venue • Football Ground • Funeral Parlour • Gallery • Garden • Garden Centre • Golf Club • Golf Driving Range • Guest House • Hall • Harbour • Hostel • Hotel • Ice Rink • Kiosk 			<p>If you feel that your non-domestic property should qualify based on this list but is not listed here please continue the application and see section 3(d) below.</p>

<ul style="list-style-type: none"> • Laundry • Leisure Centre • Market • Military Facility • Museum • Office • Outdoor Centre • Park • Petrol Filling Station • Play Centre • Playing Field • Post Office • Public House • Race Track • Racecourse • Recreation Ground • Restaurant • Retail Warehouse • Riding School • Sailing Club • Shooting Range • Shop • Showhouse • Showroom • Ski Club • Snack Bar • Snooker Club • Sports Centre • Sports Ground • Squash Club • Stable • Stadium • Sui Generis • Swimming Pool • Tennis Club • Theatre • Visitor Centre • Warehouse • Workshop • Youth Hostel 			
<p>(b) The non-domestic property is one of the property types listed below:</p> <ul style="list-style-type: none"> • Boathouse • Caravan • Self Catering • Site • Slipway • Stance • Time Share Units 			<p>Only non-domestic properties in the retail, hospitality, and leisure sectors qualify for this grant. In addition, if your non-domestic property is listed as any of the property types listed here then you are not eligible for this grant. This list is not exhaustive and properties that fall in similar categories may not be eligible.</p>

(c) The occupier of the premises has not made an application for a support grant for another eligible non-domestic property			If a ratepayer has more than one eligible non-domestic property, they will only qualify for the grant in relation to one of the properties.
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Once you have completed this section, please complete Section 3.

SECTION 3: ABOUT YOUR BUSINESS

ABOUT YOUR BUSINESS AND NON-DOMESTIC PROPERTY	Guidance Note
(a) The 'trading' name of business	The name on the 'shopfront' and/or used on a day to day basis. If you are a Sole Trader please provide your name if different from the trading name.
(b) The 'legal' name of your business (even if same as above)	The formal 'legal' name of the business used with, for example, HMRC, Companies House etc.
(c) A business rates account number for your business	Please provide your business rates account number (this will be on your 2019-20 business rates bill).
(d) Full Address of your non-domestic property including post code	
(e) What use is the non-domestic property put to?	Briefly describe what your business does e.g. sandwich shop; Italian restaurant; bar and music venue; clothes shop; café etc.

SECTION 4: CONTACT DETAILS

Please provide the full name and contact details for the person within the applicant business to whom any queries relating to this application should be directed.

CONTACT DETAILS	
First and last name	
Job Title	
E-mail	
Tel/Mob. No.	
Correspondence address (if different from address given above)	

SECTION 5: BANK ACCOUNT DETAILS

Please provide details of the bank account to which any funds should be paid. Applicants should also provide a scanned bank statement or image of the nominated online account dated within 3 months of the application date.

BANK ACCOUNT DETAILS	
Name <i>Indicate if Business or Personal a/c</i>	
Account Name	
Account Number	
Sort Code	

SECTION 6: STATE AID

STATE AID	
<p>These grants could be considered as 'State Aid' under European Commission rules, which can limit the amount of such aid per recipient. Further information on State Aid is available at: www.gov.scot/Topics/Government/State-Aid</p>	
<p>Have you (i.e. your business) received any public sector assistance through the State Aid Scheme over the last 3 years? Yes/No. If yes, please provide details.</p>	
<p>Was your business in financial difficulty on 31 December 2019? Yes/No. If yes, please provide details.</p>	

SECTION 7: TERMS AND CONDITIONS

TERMS AND CONDITIONS	
Please check and tick all boxes to confirm and sign below	Tick Here
(a) I am authorised to make the application on behalf of the above business.	
(b) I understand that any relief awarded in contravention of State Aid rules irrespective of whether there was a deliberate or otherwise deception or error, or as a result of any misleading statements given on this form will be recoverable in full and that I may be liable for legal action to be taken.	
(c) I understand that any payment received must be declared to HMRC as appropriate as part of the tax return for the business.	
(d) I confirm that I have considered the impact that any payment from the Fund may have on any insurance claim I may have made or be making.	
(e) I certify that the information provided in this application is correct and understand that if any information provided is later found to be false, repayment of funding may be required.	
(f) I accept all of these terms and conditions.	
Name of applicant (print)	
Position	
Signature	
Date	

Please complete all parts of this application in full and email to businessrates@westlothian.gov.uk
 The deadline for applications to the Recovery Fund is **31 March 2021**.

SECTION 7: PRIVACY NOTICE

Who we are:

West Lothian Council is a local authority established under the Local Government etc. (Scotland) Act 1994. Its head office is located at West Lothian Civic Centre, Howden South Road, Livingston EH54 6FF, and you can contact our Data Protection Officer by post at this address or by email at: dpo@westlothian.gov.uk.

Why do we need your personal information and what do we do with it?

You are giving us your personal information to allow us to determine whether your business is eligible to receive funding from the Coronavirus Support Fund, and to administer that funding to your business. We also use your information to verify your identity where required, contact you by post, email or telephone and to maintain our records. This local authority is administering the Scottish Government Coronavirus Business Support Fund.

Legal basis for using your information:

You can find more details about this local authority on our website at www.westlothian.gov.uk. Processing your personal information is necessary for the performance of a contract with you (or to take steps to enter into a contract with you). If you do not provide us with the information we have asked for then we will not be able to provide this service to you.

Who do we share your information with?

We are legally obliged to safeguard public funds so we are required to verify and check your details internally for fraud prevention. We may share this information with other public bodies (and also receive information from these other bodies) for fraud checking purposes. We are also legally obliged to share certain data with other public bodies, such as HMRC and will do so where the law requires this. We will also generally comply with requests for specific information from other regulatory and law enforcement bodies where this is necessary and appropriate. Your information is also analysed internally to help us improve our services. This data sharing is in accordance with our Information Use and Privacy Policy and covered in our full privacy statement on our website. It also forms part of our requirements in line with our Records Management Plan approved in terms of the Public Records (Scotland) Act 2011.

Your information will be shared with the Scottish Government for the purposes of determining your application and administering it.

How long do we keep your information for?

We only keep your personal information for the minimum period amount of time necessary. Sometimes this time period is set out in the law, but in most cases it is based on the business need. We maintain a records retention and disposal schedule which sets out how long we hold different types of information for. You can view this on our website at www.westlothian.gov.uk or you can request a hard copy from the contact address stated above.

Your rights under data protection law:

- **access to your information** – you have the right to request a copy of the personal information that we hold about you.
- **correcting your information** – we want to make sure that your personal information is accurate, complete and up to date. Therefore you may ask us to correct any personal information about you that you believe does not meet these standards.
- **Deletion of your information** – you have the right to ask us to delete personal information about you where:
 - I. you think that we no longer need to hold the information for the purposes for which it was originally obtained
 - II. you have a genuine objection to our use of your personal information – see *Objecting to how we may use your information* below
 - III. our use of your personal information is contrary to law or our other legal obligations.

Objecting to how we may use your information – You have the right at any time to tell us to stop using your personal information for direct marketing purposes.

Restricting how we may use your information – in some cases, you may ask us to restrict how we use your personal information. This right might apply, for example, where we are checking the accuracy of personal information that we hold about you or we are assessing the objection you have made to our use of your information. This right might also apply if we no longer have a basis for using your personal information but you don't want us to delete the data. Where this right is realistically applied will mean that we may only use the relevant personal information with your consent, for legal claims or where there are other public interest grounds to do so.

Please contact us as stated above if you wish to exercise any of these rights.

Information you have given us about other people:

If you have provided anyone else's details on this form, please make sure that you have told them that you have given their information to West Lothian Council. We will only use this information to process and administer your claim. If they want any more information on how we will use their information they can visit our web site at www.westlothian.gov.uk.

Complaints:

We aim to directly resolve all complaints about how we handle personal information. If your complaint is about how we have handled your personal information, you can contact the Council's Data Protection Officer by email at dpo@westlothian.gov.uk.

However, you also have the right to lodge a complaint about data protection matters with the Information Commissioner's Office, who can be contacted by post at: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF. By phone on 0303 123 1113 (local rate) or 01625 545 745. Visit their website for more information at- <https://ico.org.uk/concerns>