

CORONAVIRUS BUSINESS SUPPORT FUND

SELF CATERING BUSINESS SUPPORT APPLICATION FORM



USE THIS FORM IF YOU ARE A

SELF CATERING BUSINESS

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:

- 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, Disabled Relief, Fresh Start or Business Growth Accelerator 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 premises 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 premises with a rateable value of £18,001 or up to £51,000. 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 premises occupied for that business use on 17 March 2020.

These payments are grants and not loans. A grant awarded in respect of valid application therefore does not need to be refunded by the recipient

Eligible business 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 premises 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 FORM
PLEASE INCLUDE THE REQUIRED OR YOUR APPLICATION CAN NOT BE PROCESSED**

Bank Statement
Income Information
Booking Information

Please send your application to:
COVID-19self-catering-grants@highland.gov.uk

The Highland 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 **ONE** of the following boxes:

SMALL BUSINESS SUPPORT GRANT

Application for a one-off £10,000 grant available for the business ratepayers of self-catering 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, Disabled Relief, Fresh Start or Business Growth Accelerator Relief.

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

RETAIL, HOSPITALITY, LEISURE SUPPORT GRANT

Application for a £25,000 grant available for relief recipients with a rateable value between £18,001 and £51,000 in the self-catering sector.

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

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

To be eligible for payment of £10,000, statement a) 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
(a) Please confirm you were in occupation of the business premises as at 17 March 2020 and in receipt of any of the following reliefs: <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• Business Growth Accelerator Relief but eligible for SBBS• Fresh Start but eligible for SBBS			Information on SBBS eligibility is available at: https://www.mygov.scot/non-domestic-rates-relief/small-business-bonus-scheme/
(b) The ratepayer for the premises has made an application for a support grant for another eligible premises to the Highland Council or any other local authority.			If a <u>ratepayer</u> has more than one eligible premises of any business type anywhere in Scotland, they will only qualify for the grant in relation to one of the properties.

Once you have completed this section, please go to Section 3.

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

To be eligible for payment of £25,000, statements a) and b) must apply to your business:

<i>Please tick the statement that applies to your business</i>	Yes	No	Guidance Note
(a) The business operates in a premises in the retail, hospitality, and leisure sectors that is currently in one of the following: <ul style="list-style-type: none">• Caravan• Chalet• Self-catering			If you feel that your property should qualify based on this list but is not listed here please continue the application and see section 3(d) below.
(b) The ratepayer for the premises has made an application for a support grant for another eligible premises to the Highland Council or any other local authority.			If a <u>ratepayer</u> has more than one eligible premises of any business type anywhere in Scotland, they will only qualify for the grant in relation to one of the properties.

Once you have completed this section, please go to Section 3.

SECTION 3: ABOUT YOUR BUSINESS AND 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 business (even if same as above)	The formal 'legal' name of the business used with, for example, HMRC, Companies House etc.
(c)	A non-domestic rates reference number for your business	Please provide your rates reference number (this will be on your 2019-20 rates bill or at www.saa.gov.uk).
(d)	Provide the following information:	
	Full Address of your non-domestic premises	
	Postcode	
(e)	What use is the business premises put to?	Briefly describe what your business does.
<p>I confirm that receipts from my self-catering business represents a primary source so earnings and are one third or more of my total income.</p> <p>I have attached the evidence that I have available which confirms this fact. *</p>		
<p>* The evidence provided may include:</p> <p>Self-employed/ partnership - From your 2018/19 HMRC self-assessment (or 2019/20 if you have already completed) please supply the following summary sections: Total Income and Tax assessment as shown on your tax calculation (potentially known as HMRC form SA302) and Holiday Lettings in the UK – often known as Furnished Holiday lettings (reported on HMRC form SA105). If your business started trading in 2019, you could submit a copy of your management accounts.</p> <p>Limited companies - a copy of the latest Profit and Loss Statement from your, submitted, annual accounts. This will normally identify trading income from self-catering and other income sources. If your company accounts are more than 12 months old you could use your management accounts.</p>		

SECTION 3: ABOUT YOUR BUSINESS AND PROPERTY (continued)

I confirm that the property I am claiming for has been let out for 140 days or more in financial year 2019-20.

I have attached the evidence that I have available which confirms this fact.

** The evidence provided may include:

- a statement from an online booking portal confirming 2019-20 bookings;
- a printed summary of your booking calendar; or
- your own website showing all bookings for 2019/20

If the answer to either of the above statements is "No" please provide further details here as to why your application should be considered:

I confirm that I will permit the Council or Scottish Government, should it so wish, access to these accounts and booking information. I understand that, any funds paid are payable on the basis that the information I have given is correct and that, therefore, where any information I have given is found to be false, I may be required to repay those funds

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.

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 provide an image / scanned bank statement of the nominated account dated within the last 3 months of your application date when submitting this form

Account Name		
Is this personal or business account?	Personal	Business
Account Number		
Sort Code		

SECTION 6: STATE AID

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

Have you (i.e. your business) received any public sector assistance through a State Aid De minimis Scheme over the last 3 years?	If yes, please provide details.
Was your business in financial difficulty on 31 December 2019?	If yes, please provide details.

SECTION 7: 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 and depending on circumstances criminal proceedings might be instigated.	
(f)	I accept all of these terms and conditions.	
Name of applicant (print)		
Position		
Signature *		
<i>* Please sign the application form and scan it. If you are unable to scan, please either use an electronic signature (if you have one) or print off the page, sign it and take a photo of it and send it to us with your application form. If you are unable to do this – then type in your name and explain in your cover email.</i>		
Date		

Please complete all parts of this application in full, attach the information requested and email to:

COVID-19self-catering-grants@highland.gov.uk

The deadline for applications is 31 March **2021**.

SECTION 7: PRIVACY NOTICE

Who we are:

The Highland Council is a local authority established under the Local Government etc. (Scotland) Act 1994. Its head office is located at Headquarters, Glenurquhart Road, Inverness IV3 5NX, and you can contact our Data Protection Officer by post at this address, by email at: dpo@highland.gov.uk, and by telephone on 01349 886606.

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:

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 process your application.

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. 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.

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 the Highland Council. We will only use this information to process and administer your claim.

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@highland.gov.uk or by 01349 886606.

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>