

Small Accommodation Providers paying Council Tax (SAP-CTF)

Application Form for Bed & Breakfasts, Guesthouses and Other Small Serviced Accommodation Providers

The purpose of this fund is to provide financial support to Bed & Breakfasts, Guesthouses and other Small Serviced Accommodation businesses who have **not** been able to access support through other schemes.

Businesses applying to this Fund can operate with a *business or personal* bank account demonstrating business revenue and expenditure and **must not be in receipt of other Covid-19 business grant support in 2021**. To be eligible you must meet all of the criteria set out below.

If you meet the criteria and submit a complete application form, you will be eligible to receive the equivalent of the Strategic Framework Business Fund, back-dated to January 2021. This represents £2,000 every 4 weeks whilst you remain in Level 4. Payment will be made on a per premises basis.

If you are successful and receive the grant you can continue to accept key workers, according to Scottish Government guidance.

To be eligible, businesses must meet **all** of the following criteria

Please Tick Boxes	ELIGIBILITY CRITERIA
	Operates as a guesthouse, bed & breakfast, or similar small serviced accommodation (see guidance note for definition)
	Paying Council Tax
	Business receipts represent a primary source of income (one third or more of earnings)
	Can provide evidence of active trading up to March 2020 and had intended to continue trading in the tax year 2020-21
	Not currently in receipt of COVID-19 related business grant support through the Strategic Framework Business Fund for the premises. Applicants are however permitted to make use of Coronavirus Job Retention Scheme and can be in receipt of SEISS.
	Evidence of Business Insurance, or if not currently trading, that have held such insurance when trading.
	Evidence of membership, accreditation, registration or listing with a recognised hospitality or tourism agency, representative body or marketing organisation; national or local (for example, VisitScotland, Association of Scotland's Self-Caterers, SBBA, your local Destination Marketing Organisation, AA, Quality in Tourism etc.). Online booking platform listing <u>alone</u> is not accepted as evidence.
	The business operates within the local authority to whom you are submitting this application

APPLICANT/BUSINESS DETAILS

Trading Name (if applicable):

First Name:

Last Name:

Address:

Postcode:

Phone Number:

Email Address:

If you have a website or other online presence please also provide a link

National Insurance Number:

BANK ACCOUNT DETAILS

Account Name:

Account Number:

Sort Code:

Bank Name and Branch Address:

This is the account your grant will be paid into. Please provide copy of most recent statement for this account, **clearly showing the account details (including account holder name, account number and sort code)** in order for us to verify these match the details provided on the application form.

Supporting documents	
<i>Please provide images or digital copies of the following in support of your application:</i>	
Mandatory	Proof of identity, ideally photographic (for example a valid passport or driving licence)
Mandatory	Proof that the applicant/business pays council tax
Mandatory	Proof of business address (for example a recent council tax bill or utility bill)
Mandatory	Evidence of Business Insurance
Mandatory	One of the following: <ul style="list-style-type: none"> • HMRC unique tax reference • Or VAT registration number • Or Business Registration Number (<i>provided by Companies House, Charities Commission, Mutuals, Public Register and other statutory and regulatory bodies that you must file accounts and annual membership details with</i>)

SELF-DECLARATION	
You must also be able to confirm you could provide the following if required:	
<ul style="list-style-type: none"> • Business operates as a guesthouse, bed & breakfast, or similar small serviced accommodation • Can provide evidence of active trading up to March 2020 and had intended to continue trading in the tax year 2020-21 • Evidence of membership, accreditation, registration or listing with a recognised hospitality or tourism agency, representative body or marketing organisation; national or local (for example, VisitScotland, Association of Scotland's Self-Caterers, SBBA, your local Destination Marketing Organisation, AA, Quality in Tourism etc.) 	
<p>I am applying in full knowledge that the purpose of this grant is to provide support bed and breakfasts, guesthouses and other small serviced accommodation losing revenue because of COVID-19.</p> <ul style="list-style-type: none"> • I confirm that all of the information provided is accurate. • I understand that my application and supporting documents could be subject to audit. If any part of the declaration is subsequently found to be incorrect I may be required to repay the grant. If I am found to have knowingly provided false information my application could be subject to fraud referral. • I acknowledge that I may be required to declare receipt of a grant for tax purposes or if applying for Universal Credit and other forms of support in the future. 	
Name:	
Date:	

Please email your saved application form with all supporting documents to bbfund@moray.gov.uk

Data protection

Privacy Notice

How we use your information

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.

Our legal basis

Whenever the Council processes personal data we need to make sure we have a legal basis for doing so. We understand the Council's basis in data protection law to be Article 6(1)(e) of the General Data Protection Regulation (GDPR) because processing this information is considered part of the Council's public task.

Who we share your information with

Your personal data may be shared internally with authorised officers of the Council if having access to personal data is a necessary part of their roles to ensure records are accurate and up to date which improves the standard of the services we deliver. It may also be shared with other relevant Council departments where applicable.

As part of the processing your personal data may be shared with third parties. These third parties include, but are not limited to, Scottish Government (for the purposes of determining your application and administering it).

The Council may also share your personal data with other relevant Council departments and third parties, where we are under a legal obligation to do so. For example this may be with Police, UK Border Agency or other Registered Professional Bodies.

The Council is required by law to protect public funds against fraud. It may share personal data with other relevant Council departments and third parties responsible for auditing and administering public funds, or who otherwise have responsibility for preventing and detecting fraud.

How long the information is held for

Your personal data will be held by Moray Council for a pre-determined length of time. You can find all the information about how long we retain personal data for on our website:

http://www.moray.gov.uk/moray_standard/page_92820.html (found on the Moray Council website under Section 5 of the Records Management Plan)

Your rights

Moray Council is the Data Controller for this personal data. You have legal rights about the way the Council handles and uses your personal data. These include the right to ask for a copy of it, to ask us to correct it and to ask us to stop doing something with your personal data. You have the right to withdraw consent to your personal data being used for this process. For more information about these rights please contact the Council's Data Protection Officer at info@moray.gov.uk.

As so far as the legislation permits, you also have the right to request the deletion of your data and to object to the processing.

You also have the right to make a complaint to the Information Commissioner's Office. They are the body responsible for making sure organisations like the Council handle your personal data lawfully.

Information Commissioner's Office

Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Telephone: 0303 123 1113

Email: casework@ico.gov.uk

Website: www.ico.org.uk