

**CORONAVIRUS (COVID-19) BUSINESS SUPPORT:**

**SMALL ACCOMMODATION PROVIDERS PAYING COUNCIL TAX FUND (SAP-CTF) - FIRST WAVE**

**GRANT APPLICATION FORM**

**Once completed fully, please return with all necessary attachments to:**

LSCEUBBFund@north-ayrshire.gov.uk

B&B operators in North Ayrshire paying Council Tax, who received funding from the B&B Hardship Fund in 2020, may be eligible for a non-repayable grant from the Scottish Government. This grant payment is intended to provide your business with support equivalent to that which you would receive via the Strategic Framework Business Fund (SFBF) if you were a Non Domestic Rate (NDR) Payer.

We are aware that some B&Bs (generally those with 5 or less rooms) are registered for Council Tax rather than Non Domestic Rates. Scottish Ministers wish to offer these businesses the same levels of support as an equivalent business who is eligible under the Non Domestic Rates schemes.

On 21st December 2020, the Scottish Government announced its intention to establish a specific fund to provide financial support to Bed and Breakfast Establishments that pay Council Tax, that have been impacted by the introduction restrictions introduced to control the spread of COVID-19. The fund was designed to offer equivalent levels of support to B&Bs that pay Council Tax as is available to those on the NDR roll.

This fund has now been expanded to support a broader spectrum of small accommodation business that pay council tax, in three waves. The fund will provide recurring grants of £2,000 ever 4 weeks to those who meet the eligibility criteria. The payments will be 4 weekly from the start of January 2021 to cover the Level 4 restrictions which apply from 26th December 2020, for the duration of level 4 restrictions up to 31st March 2021. The grant is not backdated to the 2nd November 2020.

Further details on this announcement can be found at the link below:

[Scotland's Economy Support for larger self-catering properties and B&Bs - Scotland's Economy (blogs.gov.scot)](https://blogs.gov.scot/scotlands-economy/2021/01/21/support-for-larger-self-catering-properties-and-bbs/)

If you were funded by the Bed and Breakfast Hardship Fund in 2020 you are considered to have met the criteria for the SAP-CTF, and only need to demonstrate that you are still trading by completing this form and submitting along with requested documentation.

**SCOTTISH GOVERNMENT - SMALL ACCOMMODATION PROVIDERS PAYING COUNCIL TAX FUND (SAP-CTF) First Wave**

**Am I Eligible?**

To access this grant award, applicants must have a Bed and Breakfast Establishment paying Council Tax on 1st January 2021 which was funded by the Bed and Breakfast Hardship Fund.

The applicant must confirm (self-declaration) that:

* The business was trading at 2nd November 2020.
* The business has not breached wider COVID regulations/requirements prior to local restrictions.
* The business must not have connections to tax havens, as set out in the Coronavirus (Scotland) (No.2) Act 2020.
* The applicant is paying Council Tax.

North Ayrshire Council will confirm that you previously met the eligibility criteria for the 2020 Bed and Breakfast Hardship Fund and are therefore eligible for payment under the Small Accommodation Providers paying Council Tax Fund. (SAP-CTF).

Applicants are asked to provide the following information to support their claim:

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| **PERSONAL DETAILS** |
| **First Name:** |  | **Last Name:** |  |
| **Address** |  |
| **Phone Number:** |  |
| **Email Address:** |  |
| **Trading / Business Name and Address (if applicable):** |  |

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| **BANK ACCOUNT DETAILS (for grant payment)** |
| **Account Name:** |  |
| **Account Number:** |  |
| **Sort Code:** |  |
| **Bank Name & Branch Location (Town):** |  |
| This is the account your grant will be paid into and must be in the name of the applicant. If a different account from application bank account, please include a copy of the most recent statement for this account. |

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| **SUPPORTING DOCUMENTATION** |
| Please attach images or digital copies of the following along with your application. Your application cannot be processed without the necessary supporting documentation.**Mandatory Items (must be included):*** Latest Council Tax statement for the Bed and Breakfast establishment applying for this grant
* Proof of ID, ideally photographic, for example driving licence or passport
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| **DECLARATION** |
| [ ]  Please click this box to confirm the following:I am applying in full knowledge that the purpose of this grant is to provide support to bed and breakfasts, guesthouses and other small serviced accommodation losing revenue because of COVID-19. I confirm that: * All of the information provided is accurate
* The business operates as a guesthouse, bed and breakfast or similar small serviced accommodation
* The business intends to continue trading
* The business was trading at 2nd November 2020
* The business has not breached wider COVID regulations/requirements prior to local restrictions
* The business does not have connections to tax havens, as set out in the Coronavirus (Scotland) (No.2) Act 2020
* The applicant is paying Council Tax

I confirm that I can provide the following **if required**:* Evidence that business receipts represent a primary source of income (for example, one third or more of earnings) eg tax return.
* 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, your local Destination Marketing Organisation, AA, Quality in Tourism etc)

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.  |

Please note the SAP-PCT Grant may be subject to change. Applicants will be informed if this affects them.

Please note that we are experiencing a high volume of applications and emails.

**Once completed fully, please return with all necessary attachments to:**

LSCEUBBFund@north-ayrshire.gov.uk

**PRIVACY NOTICE**

**Who we are:**

North Ayrshire Council is a local authority established under the Local Government etc. (Scotland) Act 1994. Its head office is located at Cunninghame House, Friars Croft, Irvine, KA12 8EE, and you can contact our Data Protection Officer by post at this address, by email at: **dataprotectionofficer@north-ayrshire.gov.uk**, and by telephone on **01294 310000**.

**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 are available on our website at **www.north-ayrshire.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 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:
1. you think that we no longer need to hold the information for the purposes for which it was originally obtained
2. you have a genuine objection to our use of your personal information – see *Objecting to how we may use your information* below
3. 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 North Ayrshire 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.north-ayrshire.gov.uk** or email at **dataprotectionofficer@north-ayrshire.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 **dataprotectionofficer@north-ayrshire.gov.uk** or by **01294 310000**.

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>

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