**Reading Borough Council Additional Restriction Grant (ARG)**

**POLICY**

**PLEASE ENSURE THAT YOU READ ALL THESE NOTES BEFORE COMPLETING THE APPLICATION AND INCLUDE THE RELEVANT SUPPORTING DOCUMENTS**

## The Additional Restrictions Grant (ARG) is intended to support those businesses who may not have had to close but whose operations will have suffered a significant impact as a result of further restrictions. Local Authorities have been allowed discretion over the allocation of ARG and Reading Borough Council has been awarded £3.3m in order to do this. It is intended that this funding should be used to support businesses affected by the restrictions until the end of the 2021/22 financial year.

There are 5 types of businesses that may be eligible for this grant;

**Type A** - Businesses mandated to close in shared work spaces which do not have their own business rates assessment and can demonstrate fixed building-related costs outside of their residential property costs. The assumed RV will be based on annual rent or mortgage payments due in the financial year.

**Type B** - Bed & Breakfasts mandated to close which pay Council Tax instead of business rates will be considered. The assumed RV will be based on annual rental or mortgage payments due in the financial year.

**Type C** - Regular market traders mandated to close who do not have their own business rates assessment, but with fixed locations in the borough. The assumed RV will be based on an annual rent/licence payment due in the financial year.

**Type D** - Support for businesses which are ancillary to the hospitality, retail and leisure industries and who have not received any business grants administered by the Council to date. This focuses upon businesses which have not specifically been required to close but have lost their main source of revenue as a result of national restrictions upon the industries to which they provide goods or services. Businesses may be local ratepayers or be able to demonstrate fixed building-related costs outside of their residential property costs. The rateable value will be that defined in the rating list, or an assumed RV based on an annual rent or mortgage payment due in the financial year.

**Type E** - A hardship fund for rate-paying and non rate-paying businesses including self-employed individuals who have not received support under the previous grant schemes administered by the Council, or the schemes outlined above or, in relation to self-employed individuals, central government grant schemes including the self-employed income support scheme, and require further support due to demonstrable financial vulnerability. Businesses will where appropriate need to demonstrate fixed building related costs outside of their residential property costs and provide significant evidence of financial vulnerability. In determining these applications, we will consider the impact that the failure of these businesses would have on the economic development of the borough and on the business rates revenue of the Council.

**APPLICATION FORM (MUST BE SUBMITTED ON OR BEFORE 13 DECEMBER 2020)**

Please complete the details below and provide the necessary additional evidence that you comply with the grant conditions detailed:

|  |  |
| --- | --- |
| Business Name |  |
| Full Name and position in Company |  |
| Email address |  |
| Daytime contact telephone number |  |
| Which type of grant are you applying for  | A B C D A E |
| Company Registration number (if known) |  |
| Business Address |  |
| Business Rates Account Number (where applicable) |  |
| Nature of Business & confirmation the business has been forced to close or has lost its main source of revenue as a result of national restrictions  |  |
| Number of employees  |  |
| VAT Registration Number (if known) |  |
| Other Unique identification if no Company or Vat Registration Number - this may include Self-Assessment/Partnership Number, National Insurance Number, Unique Taxpayer Reference, Registered Charity Number | Please state unique number and type. Example: AB 12 34 56 C National Insurance Number |
| Rateable Value (£) or annual rent / mortgage (£) (where applicable) |  |
| Please circle the relevant business sector:  | A: AgricultureB: Mining and QuarryingC. ManufacturingD: EnergyE: Water SupplyF: ConstructionG: Wholesale and RetailI: Hotels and CateringJ: ITK: Finance and InsuranceL: Real EstateM: Professional, scientific & technicalN: Admin. ServicesO-Q: Public ServicesR: Recreation and CultureSTU: Other Services |
| Bank Account Name |  |
| Bank Account Number |  |
| Bank Account Sort Code |  |

**DECLARATION**

I confirm I am authorised to submit this application form on behalf of the business

I declare that my business meets the criteria for the grant I am applying for and the information I have provided is complete and accurate

I confirm that my business has closed due to the national lockdown restrictions effective from 5 November 2020 or has lost its main source of revenue as a result of national restrictions

I confirm that my business intends to re-open when the lockdown restrictions end and I will inform Reading Borough Council if the business ceases to trade immediately

I confirm that, including the payment of this grant, my business will not breach State Aid regulations

I understand that it is a criminal offence to make a statement or representation that I know to be false. I understand that Reading Borough Council is under a duty to protect the public funds it administers and may verify the information provided on this form with other departments, government agencies and other local authorities for the purpose of billing, collection and recovery of business rates and for the prevention and detection of fraud

I acknowledge that the Council may at its discretion withhold, suspend or recover payment of the Grant and/or require repayment of all or part of the Grant if any of the information that I have provided to the Council in connection with this application is found by the Council to be materially misleading or inaccurate or if I, or anyone acting on behalf of the business, commits any fraud in connection with this grant scheme

Applications made under **Type D** (Ancillary to retail, hospitality and leisure) **ONLY**, I confirm I have not received any other grants administered by the Council to date.

Applications made under **Type E** (Hardship) **ONLY**, I confirm I have not received any other grants administered by the Council to date or received self-employed income support.

In signing the below, I confirm thatI am eligible for this grant

|  |  |
| --- | --- |
| Signature: |  |
| Position: |  |
| Date: |  |

**Please email completed applications forms to** **business.rates@reading.gov.uk** **ensuring that all supporting information as detailed below is included with your application.**

**ADDITIONAL INFORMATION REQUIRED IN SUPPORT OF YOUR APPLICATION**

Further information required for **TYPE A**

* Please supply supporting evidence that you were trading on the 4th November 2020 e.g., copy of bank statement or proof of sales
* a copy of your lease agreement
* a copy of your bank statement (dated in the past 2 months)
* proof of ID.

Further information required for **TYPE B**

* Please supply supporting evidence that you were trading on the 4th November 2020 e.g., copy of bank statement or proof of sales,
* a copy of your lease agreement or mortgage statement,
* a copy of your bank statement (dated in the past 2 months)
* proof of ID

Further information required for **TYPE C**

* Please supply supporting evidence that you were trading on the 4th November 2020 e.g., copy of bank statement or proof of sales,
* a copy of your lease agreement or licence,
* a copy of your bank statement (dated in the past 2 months)
* proof of ID

Further information required for **TYPE D**

* Please supply supporting evidence that you were trading on the 4th November 2020 e.g., copy of bank statement or proof of sales
* Please supply supporting evidence that the business has seen a demonstrable drop in income due to Coronavirus e.g. provision of monthly sales figures or profit & loss accounts and a brief written summary
* a copy of your lease agreement or mortgage statement,
* a copy of your bank statement (dated in the past 2 months)
* proof of ID

Further information required for **TYPE E**

* Please supply supporting evidence that you were trading on the 4th November 2020 e.g. copy of bank statement or proof of sales
* Please supply supporting evidence that the business has seen a demonstrable drop in income due to Coronavirus e.g. provision of monthly sales figures or profit & loss accounts and a brief written summary
* a copy of your lease agreement or mortgage statement (where applicable)
* a copy of your bank statement (dated in the past 2 months)
* proof of ID

**Payment levels**

For the Local Restriction Grant (LRSG) there were 3 tiers of funding available. Businesses received one of the following tiers of grant, for every 28 days of closure, depending on the rateable value of their premises:

* £1,334 for each 28 day period you are forced to be closed, for businesses with a rateable value of £15,000 or less
* £2,000 for each 28 day period you are forced to be closed, for businesses with a rateable value greater than £15,000 and less than £51,000
* £3,000 for each 28 day period you are forced to be closed, for businesses with a rateable value of exactly £51,000 or above.

For the Additional Restriction Grant the following payments will be made;

They will be based upon the LRSG payment but the annual rent or mortgage maybe used as an equivalent to the Rateable Value if this is unknown.

* Type A – mirror the LRSG payments
* Type B – mirror the LRSG payments
* Type C – mirror the LRSG payments
* Type D – mirror the LRSG payments
* Type E – will be determined on a case by case basis