



LOCAL RESTRICTIONS GRANT POLICY

Version 7 - June 2021.

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Introduction

On 9th, October 2020, the Government announced the introduction of additional support for businesses to be made available via a series of grants to be paid by local authorities. The schemes were subsequently extended as local and national restrictions developed. Local authorities are required to adopt policies to distribute grants to business, through periods of national and local restrictions.

This document describes the manner in which this Council will distribute its funding to local businesses. Support will take the form of the following grants.

Name of Grant	Businesses Affected & Dates	Closing Date
Local Restrictions Support Grant (Closed) Addendum: 5 January Onwards	Businesses mandated to close. <ul style="list-style-type: none">42 day period from 5 January 2021 to 14 February 2021.44 day period from 16 February to 31 March 2022.	30 April 2021 30 June 2021
Restart Grants	Strand 1 – Non essential Retail Strand 2 - hospitality, accommodation, leisure, personal care and gym business premises	30 June 2021 31 May 2021
Additional Restrictions Grant (ARG)	Discretionary fund to be developed in phases.	30 June 2021

The underlying principle of this policy is that the council will distribute grants in accordance with the methodology that the government has used to allocate funding to the Council. Whilst recognising discretion given to the Council

- Local Restrictions Support Grants will be paid in line with the government guidance.
- Additional Restrictions Grants will be used to award similar levels of grant to organisations not qualifying for other grants.

The Policy will be updated from time to time, to reflect the changes to guidance and funding, and will be reviewed in its entirety no later than 30 April 2021.

1. Local Restrictions Support Grant (Sector)

No longer available. Applications closed on 31 March 2021.

Eligible businesses are Nightclubs, dance halls, discotheques, sexual entertainment venues and hostess bars that have been subject to national closures since 23 March 2020 and which have not been able to re-open as a result of regulations made under the Public Health (Control of Disease) Act 1984.

Businesses must have been trading on **23 March 2020** to be eligible to receive a grant payment.

Other businesses may be added to this list in future, but those entitled to Local Restrictions Support Grant (Closed) cannot receive 'Sector' grants for the same period. If new national closures of business property types are announced, then the business must have been trading on the date of the announced closure in order to be eligible.

During the period 5 November to 2 December these businesses will receive Local Restrictions Support Grant (Closed), as above. 'Sector' grants will resume from 3 December, for as long as the businesses are mandated to close.

For the avoidance of doubt, businesses that were in administration, are insolvent or where a striking-off notice has been made are not eligible for funding under this scheme.

Businesses in this sector will not be eligible if they have re-purposed their business and as a result been able to open, for example changing their business from a nightclub to a bar.

The person who, according to the billing authority's records, was the ratepayer in respect of the hereditament on the 1 November 2020 is eligible for the grant. Where the Local Authority has reason to believe that the information that they hold about the ratepayer on the first full day of the national restrictions is inaccurate they may withhold or recover the grant and take reasonable steps to identify the correct ratepayer.

Following the 28 day lockdown period, payments will be made, as follows, for each **14-day period** of closure.

- Businesses occupying hereditaments appearing on the local rating list with a rateable value of £15,000 or under on the date of the commencement of the national restrictions will receive a payment of £667 per 14-day qualifying restriction period.
- Businesses occupying hereditaments appearing on the local rating list with a rateable value over £15,000 and less than £51,000 on the date of the commencement of the national restrictions will receive a payment of £1,000 per 14-day qualifying restriction period.
- Businesses occupying hereditaments appearing on the local rating list with a rateable value of exactly £51,000 or above on the commencement date of the national restrictions will receive a payment of £1,500 per 14-day qualifying restriction period.

A pro-rata payment will be made to businesses in this sector, to cover the period from 1st to 4th November. No payment will be made for periods prior to 1st November.

2. Local Restrictions Support Grant (Closed)

No longer available. Applications closed on 31 March 2021.

This grant is intended to cover those businesses that were mandated to close as a consequence of government restrictions, under the Tiered Restrictions system. Staffordshire has so far been in Tier 3 for the periods 31 October to 4 November 2020 inclusive and 2 December – 30 December inclusive

This will affect businesses providing in-person services to customers from their business premises and include non-essential retail, leisure, personal care, sports facilities and hospitality businesses.

The following types of business are required to close during Tier 3 restrictions.

Amusements and visitor attractions (family entertainment centres)

Art Gallery / Museum (privately owned)

Bars

Bowling Allies

Cafés with indoor / outdoor seating

Bookmakers

Camping and Caravan sites

Discotheques*

Yoga / dance centres

Hotels

Ice Rinks

Leisure Centres

Night Clubs*

Outdoor Pursuits Centres

Play Centres /Soft Play Centres

Private Golf Courses and Driving Ranges

Public Houses

Registered bed and breakfast accommodation
(not Airbnb accommodation)

Restaurants

Sexual Entertainment Venues*

Sports Clubs (e.g. football, rugby)

Theatres / Cinemas / Event Spaces

Trampoline Centres

Urban farms

Organisations marked * above, which were subject to national closures since 23 March 2020 will also be able to claim Local Restrictions Support Grant (Sector) for periods from 1-4 November and 2 December onwards.

The term 'closed' for the purpose of this grant means that the primary function of the business has been forced to close. So bars and restaurants, shops etc which are able to trade as click and collect, delivery or take-aways only, will be treated as being closed.

During qualifying periods, grants will be paid, to businesses mandated to close, on a 14-day recurring basis, at the following rates;

- a. Businesses occupying hereditaments appearing on the rating list with a rateable value of £15,000 or under will receive a payment of £667 per 14-day qualifying restriction period.
- b. Businesses occupying hereditaments appearing on the rating list with a rateable value over £15,000 and less than £51,000 on 5 November will receive a payment of £1,000 per 14-day qualifying restriction period.
- c. Businesses occupying hereditaments appearing on the rating list with a rateable value of £51,000 or above on 5 November, will receive a payment of £1,500 per 14-day qualifying restriction period.

Any changes to the rating list (rateable value or to the hereditament) after the first full day of localised restrictions and business closures regulations came into force including changes which have been backdated to this date, will be ignored for the purposes of eligibility.

The Council will not adjust, pay or recover grants where the rating list is subsequently amended retrospectively to the date that local restrictions began.

In cases where it was factually clear to the Council on the local restriction date that the rating list was inaccurate on that date, we may withhold the grant and/or award the grant based on their view of who would have been entitled to the grant had the list been accurate. This is entirely at the discretion of the Local Authority and only intended to prevent manifest errors.

Exclusions to Local Restrictions Support Grant (Closed)

- Businesses that are able to continue to trade because they do not depend on providing direct in-person services from premises and can operate their services effectively remotely (e.g. accountants, solicitors) are not eligible for the grant.
- Businesses that were in administration, are insolvent or where a striking-off notice has been made are not eligible for funding under this scheme.

The Council may from time to time define categories of business to be excluded from these grants.

3. Local Restrictions Support Grant (Closed) Addendum

National Lockdown 5 November to 2 December (No longer available. Applications closed on 31 March 2021)

The qualifying criteria for this grant are similar to those for Local Restrictions Support Grant (Closed) as above. The business must have been trading on 4 November 2020, and have been mandated to close on 5 November.

During national lockdown the types of businesses typically mandated to close include the following

Amusements and visitor attractions (family entertainment centres)	Night Clubs*
Art Gallery / Museum (privately owned)	Outdoor Pursuits Centres
Bars	Play Centres /Soft Play Centres
Beauticians and salons	Private Golf Courses and Driving Ranges
Bowling Allies	Public Houses
Cafés with indoor / outdoor seating	Registered bed and breakfast accommodation
Bookmakers	(not Airbnb accommodation)
Camping and Caravan sites	Restaurants
Discotheques*	Shops and Retail Outlets selling non-essential goods.
Gyms, yoga / dance centres	Sexual Entertainment Venues*
Hairdressers	Sports Clubs (e.g. football, rugby)
Hotels	Theatres / Cinemas / Event Spaces
Ice Rinks	Trampoline Centres
Leisure Centres	Urban farms
Market Stalls (indoor or outdoor)	
Nail Bars	

Organisations marked * above, which were subject to national closures since 23 March 2020 will also be able to claim Local Restrictions Support Grant (Sector) for periods from 1-4 November and 3 December onwards.

The term 'closed' for the purpose of this grant means that the substantive function of the business has been forced to close. So bars and restaurants, shops etc which are able to trade as click and collect, delivery or take-aways only, will be treated as being closed.

Grants will initially be paid on a one-off basis, in respect of a 28 day period commencing on 5 November at the following rates;

- a. Businesses occupying hereditaments appearing on the rating list with a rateable value of £15,000 or under on 5 November will receive a payment of £1,334.
- b. Businesses occupying hereditaments appearing on the rating list with a rateable value over £15,000 and less than £51,000 on 5 November will receive a payment of £2,000.
- c. Businesses occupying hereditaments appearing on the rating list with a rateable value of £51,000 or above on 5 November, will receive a payment of £3,000.

Exclusions to Local Restrictions Support Grant (Closed) Addendum

- Businesses that are able to continue to trade because they do not depend on providing direct in-person services from premises and can operate their services effectively remotely (e.g. accountants, solicitors) are not eligible for the grant.

- Businesses that were in administration, are insolvent or where a striking-off notice has been made are not eligible for funding under this scheme.

The Council may from time to time define categories of business to be excluded from these grants.

For the avoidance of doubt, grants will be paid according to the rating list as it appears on 5 November 2020. Entries into the list after this date will not attract a grant, even if made retrospectively with effective dates prior to 5 November.

Where it appears to the Council that an entry in the list is erroneous and needs to be removed, the Council will not pay the grant.

Similarly, the rate of grant payments will not be altered as a consequence of changes to rateable value made after 5 November.

In cases where it was factually clear to the Council that the rating list was inaccurate on that date, we may withhold the grant and/or award the grant based on the view of who would have been entitled to the grant had the list been accurate. This is entirely at the discretion of the Local Authority and only intended to prevent manifest errors.

Grants are paid to the person or organisation who was responsible for the business rates on 5 November. Where the Council has reason to believe that the information that they hold about the ratepayer on 5 November is inaccurate they may withhold or recover the grant and take reasonable steps to identify the correct ratepayer.

4. Local Restrictions Support Grant (Closed) Addendum Tier 4 19 December 2020

No longer available. Applications closed on 31 March 2021.

Staffordshire entered Tier 4 on 31 December 2020 and this was superseded by lockdown from 5 January 2021.

For the intervening 5 days, businesses which were mandated to close will receive a pro rata payment, based on the Local Restrictions Support Grant (Closed) rate:

- a. Businesses occupying hereditaments appearing on the rating list with a rateable value of £15,000 or under on 5 November will receive a payment of £238.21
- b. Businesses occupying hereditaments appearing on the rating list with a rateable value over £15,000 and less than £51,000 on 5 November will receive a payment of £357.14.
- c. Businesses occupying hereditaments appearing on the rating list with a rateable value of £51,000 or above on 5 November, will receive a payment of £535.71

Pro rata payments will become due again should Staffordshire re-enter Tier 4.

5. Local Restrictions Support Grant (Closed) Addendum 5 January Onwards.

National Lockdown commenced on 5 January with grants initially being made available for a 42 day period until 15 February 2021. The grant period was subsequently extended by another 44 days until 31 March.

During those periods, businesses mandated to close will be entitled to pro rata payments of the Local Restrictions Support Grant (Closed) rates. This typically includes non-essential retail, leisure, personal care, sports facilities and hospitality businesses.

Wherever possible the Council will make these payments based on data already held, particular data gathered during earlier grant application processes. Where an application is needed, it must be made by the closing dates issued by Government.

During the lockdown period, grants will be paid, to businesses mandated to close, at the following rates;

5.1 5 January to 15 February 2021

Applications for this grant must be received by 30 April 2021.

- a. Businesses occupying hereditaments appearing on the rating list with a rateable value of £15,000 or under on 5 January 2021 will receive a payment of £2,001 per 42-day qualifying restriction period.
- b. Businesses occupying hereditaments appearing on the rating list with a rateable value over £15,000 and less than £51,000 on 5 January 2021 will receive a payment of £3,000 per 42-day qualifying restriction period.
- c. Businesses occupying hereditaments appearing on the rating list with a rateable value of £51,000 or above on 5 January 2021, will receive a payment of £4,500 per 42-day qualifying restriction period.

Where an application is needed, it must be made by 31 March 2021 and include all of the detail required to assess the grants. No payments will be made after 30 April 2021.

5.2 16 February to 31 March 2021

Applications for this grant must be made by 31 May 2021.

- a. Businesses occupying hereditaments appearing on the rating list with a rateable value of £15,000 or under on 5 January 2021 will receive a payment of £2,096 per 44-day qualifying restriction period.

- b. Businesses occupying hereditaments appearing on the rating list with a rateable value over £15,000 and less than £51,000 on 5 January 2021 will receive a payment of £3,143 per 44-day qualifying restriction period.
- c. Businesses occupying hereditaments appearing on the rating list with a rateable value of £51,000 or above on 5 January 2021, will receive a payment of £4,714 per 44-day qualifying restriction period.

Where an application is needed, it must be made by 31 May 2021 and include all of the detail required to assess the grants. No payments will be made after 30 June 2021.

6. Closed Businesses Lockdown Payment

Applications for this grant must be made by 30 April 2021.

Businesses eligible for the Local Restrictions Support Grant (Closed) Addendum 5 January payment will also receive a one-off payment of:

- a. Businesses occupying hereditaments appearing on the rating list with a rateable value of £15,000 or under 5 January 2021 will receive a payment of £4,000
- b. Businesses occupying hereditaments appearing on the rating list with a rateable value over £15,000 and less than £51,000 on 5 January 2021 will receive a payment of £6,000
- c. Businesses occupying hereditaments appearing on the rating list with a rateable value of £51,000 or above on 5 January 2021, will receive a payment of £9,000

Where an application is needed, it must be made by 31 March 2021 and include all of the detail required to assess the grants. No payments will be made after 30 April 2021.

7. Christmas Support Payment for Wet Led Pubs

No longer available. Applications closed on 31 March 2021.

Pubs that predominantly serve alcohol rather than provide food will be eligible for a one-off £1,000 in December 2020.

The payment will be made on top on the existing grants for businesses. This will cover those in tiers 2 and 3 forced to reduce their operations as a result of the latest regional measures put in place to contain transmission of the virus.

For these purposes, the definition of a pub should exclude: restaurants, cafes, nightclubs, hotels, snack bars, guesthouses, boarding houses, sporting venues, music venues, festival sites, theatres, museums, exhibition halls, cinemas, concert halls and casinos.

For the purposes of this grant, a wet-led pub is defined as a pub that derives less than 50% of its income from sales of food.

Businesses must have been trading on 30 November (the day before this scheme was announced) to be eligible to receive funding under this scheme. Where local restrictions are preceded by national 'lockdown' measures, requiring the closure of businesses that are otherwise eligible, it is accepted that those businesses are still trading.

Exclusions to CSP funding

- Businesses that do not apply within the application period defined by government.
- Pubs that derive over 50% of their income from food sales will not be eligible to receive funding through this grant scheme.
- Businesses that have already received grant payments that equal the maximum levels of State aid permitted under the de minimis, the Covid-19 Temporary State Aid Framework and all other UK schemes under the terms of the European Commission's Temporary Framework will not be eligible to receive funding.
- Businesses that are in administration, insolvent or where a striking-off notice has been made, are not eligible for funding under this scheme.

8. Local Restrictions Support Grant (Open)

No longer available. Funding has been fully utilised.

This strand of support was announced by the government on 22 October 2020 to help kick-start recovery for businesses that are not legally required to close but are severely impacted by the effect of restrictions.

The funding has been utilised and currently no business satisfies the qualifying criteria as Leisure, Hospitality and accommodation businesses are mandated to close. The position will be reviewed when lockdown restrictions are ended.

9. Re-Start Grants

Applications for this grant must be made by 30 June 2021.

The primary principle of the Restart Grant scheme is to support businesses that offer in-person services, where the main service and activity takes place in a fixed rate-paying premises, in the relevant sectors.

The Restart Grant scheme is for businesses on the ratings list only and is a one-off grant.

- Up to £6,000 to Non-Essential Retail premises

- Up to £18,000 to support hospitality, accommodation, leisure, personal care and gym business premises.

Businesses must have been trading on 1 April 2021 to be eligible to receive Funding under this scheme.

9.1 Strand One: up to £6,000 per hereditament for Non-essential retail

For the purposes of this scheme, a non-essential retail business can be defined as a business that is used mainly or wholly for the purposes of retail sale or hire of goods or services by the public, where the primary purpose of products or services provided are not necessary to the health and well-being of the public.

This includes:

- Businesses offering in-person non-essential retail to the general public.
- Businesses that were likely to have been required to cease their retail operation in the January 2021 lockdown.
- Businesses that had retail services restricted during January lockdown.
- Businesses that sell directly to consumers.

The definition excludes:

Food retailers, including food markets, supermarkets, convenience stores, corners shops, off licences, breweries, pharmacies, chemists, newsagents, animal rescue centres and boarding facilities, building merchants, petrol stations, vehicle repair and MOT services, bicycle shops, taxi and vehicle hire businesses, education providers including tutoring services, banks, building societies and other financial providers, post offices, funeral directors, laundrettes and dry cleaners, medical practices, veterinary surgeries and pet shops, agricultural supply shops, garden centres, storage and distribution facilities, wholesalers, employment agencies and businesses, office buildings, automatic car washes and mobility support shops.

The Restart Grant will support non-essential retail premises with one-off grants of up to £6,000 in Strand One of the Restart Grant. The following thresholds apply for these businesses:

- a. Businesses occupying hereditaments appearing on the local rating list with a rateable value of exactly £15,000 or under on 1 April 2021 will receive a payment of £2,667.
- b. Businesses occupying hereditaments appearing on the local rating list with a rateable value over £15,000 and less than £51,000 on 1 April 2021 will receive a payment of £4,000.
- c. Businesses occupying hereditaments appearing on the local rating list with a rateable value of exactly £51,000 or over on 1 April 2021 will receive a payment of £6,000.

9.2 Strand Two: up to £18,000 per hereditament for hospitality, accommodation, leisure, personal care and gym business premises

The Restart Grant will also support hospitality, accommodation, leisure, personal care and gym business premises with one-off grants of up to £18,000 in Strand Two of the Restart Grant.

The following thresholds apply for these businesses:

- a. Businesses occupying hereditaments appearing on the local rating list with a rateable value of exactly £15,000 or under on 1 April 2021 will receive a payment of £8,000.
- b. Businesses occupying hereditaments appearing on the local rating list with a rateable value over £15,000 and less than £51,000 on 1 April 2021 will receive a payment of £12,000.
- c. Businesses occupying hereditaments appearing on the local rating list with a rateable value of exactly £51,000 or over on 1 April 2021 will receive a payment of £18,000.

The businesses that attract the Strand two grants include the following:

Hospitality

For the purposes of this scheme, a hospitality business can be defined as a business whose main function is to provide a venue for the consumption and sale of food and drink;

For these purposes, the definition of a hospitality retail business should exclude: food kiosks and businesses whose main service is a takeaway (not applicable to those that have adapted to offer takeaways during periods of restrictions, in alignment with previous COVID-19 business grant schemes).

Grants will typically be paid to:

Food courts, Public houses/pub restaurants, Restaurants' Roadside restaurants, Wine bars
Cafes,

Leisure

For the purposes of this scheme, a leisure business can be defined as a business that provides opportunities, experiences and facilities, in particular for culture, recreation, entertainment, celebratory events and days and nights out .

For these purposes, the definition of a leisure business excludes all retail businesses, coach tour operators, tour operators and telescopes.

Grants will typically be paid to:

Bingo halls, Bowling alleys, Casinos and gambling clubs, Cinemas, Ice rinks, Museums and art galleries' Roller skating rings, Stately homes & historic houses, Theatres' Zoos & safari

parks, Amusement parks, Pleasure piers, Pavilions, Conference centres, Exhibition centres including for use as, banquet halls and other events, Wedding venues, Events venues Heritage railways, Public halls, Night clubs & discotheques. Hostess bars, Sexual, entertainment venues, Shisha bars, waterpipe consumption, venues, Arenas, Concert halls Go kart rinks, Model villages, Tourist attractions, Aquaria, Miniature railways, Theme parks, Amusement arcades, including adult gaming, centres' Animal attractions at farms, Wildlife centres, Botanical gardens, Circus, Visitor attractions at film studios, Soft play centres or areas, Indoor riding centres, Clubs & institutions, Village halls & scout huts, cadet huts etc.

Accommodation

For the purposes of this scheme, an accommodation business can be defined as a business whose main lodging provision is used for holiday, travel and other purposes

Grants will typically be paid to:

Caravan parks, Caravan sites and pitches, Chalet parks, Coaching inns, Country house hotels, Guest & boarding houses' Hostels, Hotels Lodges, Holiday apartments, cottages or bungalows, Campsites, Boarding houses, Canal boats or other, vessels, B&Bs, Catered holiday homes, Holiday homes'

Personal care

For the purposes of this scheme, a personal care business can be defined as a business which provides a service, treatment or activity for the purposes of personal beauty, hair, grooming, body care and aesthetics, and wellbeing.

Grants will typically be paid to:

Spas, sauna and steam rooms Hairdressing salons, Tanning salons, Nail salons, Massage centres, massage treatments, Tattoo and piercing studios, Holistic therapy (reflexology, massage, acupuncture), Barbers, groomers, Beauty salons, Beauticians, aesthetics, Other non-surgical, treatments

Gyms & sport

For the purposes of this scheme, a gym & sport business can be defined as a commercial or non-profit establishment where physical exercise or training is conducted on an individual basis or group basis, using exercise equipment or open floor space with or without instruction, or where individual and group sporting, athletic and physical activities are participated in competitively or recreationally.

Grants will typically be paid to:

Dance schools and centres, Dance studios, Gymnasia/fitness suites, Cricket centres Ski centres, Sports and leisure centres, Outdoor sports centres, Outdoor adventure centres Squash courts, Tennis centres, Sports courts, Swimming pools, Shooting and archery Venues, Driving ranges, Water sport centres, Golf courses

9.3 General eligibility

The Restart Grant scheme is for businesses on the ratings list only and is paid to the business who was recorded on the Council's rating record as the liable party on 1 April 2021.

Any changes to the rating list (rateable value or to the hereditament) after 1 April 2021 should be ignored for the purposes of eligibility. The Council will not adjust, pay or recover grants where the rating list is subsequently amended retrospectively to 1 April 2021.

In cases where it was factually clear to the Council on 1 April 2021 that the rating list was inaccurate on that date, we may withhold the grant and/or award the grant based on the view of who would have been entitled to the grant had the list been accurate. This is entirely at the discretion of the Council and only intended to prevent manifest errors. This discretion will only be used in cases where the need to change the rating list had been notified to the Council or the Valuation Office Agency prior to 1 April 2021.

Similarly, if the Council has reason to believe that the information that they hold about the ratepayer is inaccurate we may withhold or recover the grant and take reasonable steps to identify the correct ratepayer.

If a business operates services that could be considered non-essential and also fall into another category, such as hospitality in the higher funding threshold, the main service can be determined by assessing which category constitutes 50% or more of their overall business. The main service principle will determine which threshold of funding a business receives. Businesses will need to declare which is their main service.

9.4 Application Process

Where reasonably practicable, the Council will pay grants on the basis of information that we hold and believe to be accurate. There will be a duty upon the recipient to inform the council if they do not meet the qualifying criteria in those circumstances.

The Council may need an application to be completed for the grants, requiring the applicant to provide the following information;

- Name of business
- Business Trading Address including postcode
- Unique identifier such as
 - Company Reference Number (CRN)
 - VAT Registration Number,
 - Self- Assessment/Partnership Number,
 - National Insurance Number,
 - Unique Taxpayer Reference,
 - Registered Charity Number
- Nature of Business
- Date business established
- Number of employees
- Business rate account number (if applicable)

10. Additional Restrictions Grant

Stafford Borough Council's Additional Restrictions Grant will comprise the following strands,

Direct grant funding to qualifying businesses . (Allocated amount: £2,673,065 for applications received on or prior to 30th June 2021)

Direct grant funding to qualifying businesses in Hospitality and Leisure to assist with re-launching their visitor economies(Allocated amount: £530,000 in grant funding)

Support for start-up businesses. (Allocated amount: £500,000 in grant funding) Application date to be announced.

Skills and training support, (Allocated amount: £52,000)

Support of apprenticeships £150,000

The allocated amounts may change dependent on the demand/take-up for each strand. If one strand was to underperform whilst another was to be oversubscribed, these allocated amounts will be reviewed. If changes to the national guidance/criteria were to be made by government such changes would be reflected in an amendment to our scheme

The allocation of these funds is providing urgently needed support to businesses that are seriously impacted by the national lockdown but do not qualify for Local Restrictions Support Grant (Closed).

As regards direct grants

- Applications received by 31 March 2021 can be considered for payment with effect from 5 November 2020.
- Applications received after 31 March but before 1 May 2021 can be considered for payment with effect from 5 January 2021
- Applications received after 30 April but before 1 June 2021 can be considered for payment with effect from 16 February 2021.
- Applications received between 1 and 30 June 2021 can be considered for payment with effect from a one off payment from 1 April 2021

The policy will be reviewed no later than 30 June 2021

10.1 Occupiers of Shared Commercial Spaces

Businesses trading prior to restrictions being imposed from commercial premises for which they are not the direct ratepayer (e.g. shared spaces or premises under a paramount control of another party) will receive a pro rata payment equivalent to of £667 in respect of each 14 day period, for which they are mandated to close, commencing 5 November and ending 31 March 2021.

A one off final payment of £2,667 will be made to businesses that satisfy this criteria on 1 April 2021.

No applications will be considered for this grant unless received by 30 June 2021.

10.2 Regular Market Traders

Regular Market Traders, trading within the council's area and not having received a grant from another local authority, will receive £1,334 for each 28 day period of national lockdown, or Tier 4 restrictions, commencing 5 November 2020. Where lockdowns exist for a period other than 28 days, a grant of the pro-rata equivalent will be paid. This currently includes;

- 28 days commencing 5 November 2020 (£1,334.00)
- 5 Days commencing 31 December 2020 (£238.21)
- 42 days commencing 5 January 2021. (£2,001.00)
- 44 days commencing 16 February 2021 (£2,096.00)

A one off final payment of £2,667 will be made to businesses that satisfy this criteria on 1 April 2021.

No applications will be considered for this grant unless received by 30 June 2021.

10.3 Suppliers of Goods and Services to Businesses Mandated to Close.

Grants will be paid to small to medium enterprises (SMEs - less than 250 staff and £50 million turnover) which were not mandated to close on and have been affected by Covid-19 as their primary function is to provide goods or services to the Hospitality, Retail, Leisure and Events sector. Such trade should represent more than 50% of the expected business of the organisation applying.

Grants will be paid at a rate in line with payments made to those receiving Local Restriction Support Grant for closed businesses. For any periods from 5 January onwards, during which the supplier's customer base is mandated to close, grants will be paid as follows;

- Properties with a rateable value of £15k or under, grants of £667 per 14 days (or pro-rata equivalent)
- Properties with a rateable value of over £15k and below £51k, grants of £1,000 per 14 days (or pro-rata equivalent)
- Properties with a rateable value of £51k or over, grants of £1,500 per 14 days (or pro-rata equivalent)
- Non-ratepayers occupying commercial premises will receive £667 per 14 days (or pro-rata equivalent)
- Businesses operating from domestic premises can claim a grant of £375 per 14 days (or pro-rata equivalent). The business must be registered at Companies House.

Payments will be paid to the ratepayer as listed on our Business Rates Database. This will be a payment per property listed.

A one off final payment will be made to businesses that satisfy this criteria on 1 April 2021, as follows

- a. Businesses occupying hereditaments appearing on the local rating list with a rateable value of exactly £15,000 or under on 1 April 2021 will receive a payment of £2,667.
- b. Businesses occupying hereditaments appearing on the local rating list with a rateable value over £15,000 and less than £51,000 on 1 April 2021 will receive a payment of £4,000.
- c. Businesses occupying hereditaments appearing on the local rating list with a rateable value of exactly £51,000 or over on 1 April 2021 will receive a payment of £6,000.
- d. Businesses operating from domestic premises will receive a payment of £2,000.

No applications will be considered for this grant unless received by 30 June 2021.

10.4 Taxi-Drivers

The Council will make a one-off discretionary grant payment of £750.00 to taxi/private hire driver and vehicle licence holders, who were licenced to operate by Stafford Borough Council on 5th November 2020, to recognise some of the difficulties experienced throughout this pandemic.

Bank Account details must be provided that matches the details of the licence holder and applicant. Payments will only be made by BACS transfers and evidence of the account to receive the payment will be required.

Companies with multiple vehicle licences may only apply for one reimbursement but maybe able to apply for the Additional Restrictions Grant if sufficient losses can be demonstrated and criteria can be met.

The Council will contact known licence holders who will have a period of 28 days in which to submit the information required in support of the application.

10.5 Small Businesses and Self Employed Traders Operating From Dwellings

Self-employed individuals, sole traders and small limited companies who are residents of the Borough and who operate from a dwelling within the Borough, will be considered for a one off grant of £2,000, if they can demonstrate a loss of turnover of 30% or more.

Such applicants **could** include (but not limited to)

- Driving instructor, Riding Instructor and others who provide one to one in person lessons
- Personal Fitness Instructor, Sports Therapist, Sports Coaches for children,

- Performer, Artist, Writer, Photographer, Cake Maker, Costume Designer
- Mobile hairdresser, Beauty & Treatment Technician,
- Dog Walker, Groomer, Pet Sitter

Applicants must:

- Be a sole traders, or small business with less than 250 Staff and £50m turnover
- Be able to demonstrate a loss of income of more than 30% by providing bank statements for Jan/Feb/March 2021 and comparable statements for the same period in 2020
- Evidence of trading via a business website, social media account, business card, publicity, marketing material
- Evidence of registration with HMRC such as a Unique Taxpayer reference (UTR) if self employed or Company Registration Number at Companies House

10.6 Other Businesses

We will also consider additional support to other organisations including, but not restricted to, larger local businesses in commercial rateable properties that are important to the local economy.

Applications are open to businesses both within and which supply the retail, hospitality, leisure, events and tourism sectors.

Each application will be considered on a case-by-case basis and the Council considers significant impact to describe an evident drop in the business' normal trading, income or service provision. It should be shown that this decreased level of trade is a direct consequence of the restrictions in place during these periods, and not as a result of more predictable (e.g. seasonal) fluctuations in demand.

Awards will be determined according to the funding available at the time.

In taking decisions on the appropriate level of grant, the Council will have regard to the level of:

- Fixed costs faced by the business in question
- The number of employees and turnover of the organisation
- Whether they are unable to trade online or adapt different ways of trading
- The nature of the business, with priority being given to businesses in the hospitality sector
- The level of income lost as demonstrated by cancelled bookings or orders
- The ability of the organisation to sustain the reduced income

These applications will be assessed by 2 senior members of the Economic Growth Team. Enquiries should be emailed to mmanning@staffordbc.gov.uk

Evidence to support your claim

- Businesses will need to evidence how they have been severely impacted by mandated closure of their customer base.
- Businesses will need to demonstrate a fall in income of more than 30% for the period Nov/Dec/Jan compared to the same period in the previous year 2019/20
- Businesses will need to provide bank statements from 1st November 2020 to 31st January 2021, compared with 1st November 2019 to 31st January 2020.

Businesses less than 12 months old must provide the following evidence:

- Bank statements for November 2020 to January 2021 showing the decline in revenue compared to a 3 month period of being open
- Demonstrate significant property costs as evidenced by Commercial Rent or Mortgage payments, utility bills and buildings and contents insurance being paid

Application Process

For all of the above grants, applications will be made online and the applicant will be required to confirm;

- That they satisfy the eligibility criteria relevant to the appropriate grant application.
- The nature of the business. (Sector)
- The company registration number or UTR number in the case of sole traders.
- Size of the business (employees, turnover, balance sheet)
- That they were trading from the premises on the appropriate qualifying date
- That they have closed the business when required to do so in line with restrictions if applicable
- That receipt of the grant will not exceed State Aid compliance rules
- The bank account into which the grant is to be paid.
- Evidence of the bank account (this will not be needed if it was provided in support of a Business Support Grant earlier in 2020)
- Evidence of loss in turnover.
- Copy of lease or rental agreement if appropriate

The Council may request such supporting information as it feels appropriate to confirm eligibility to grant payments. Grants will be withheld if applicants do not provide information requested within 3 days of submitting the application.

In taking decisions on the appropriate level of grant, the Council may have regard to

the level of fixed costs faced by the business in question, the number of employees, whether they are unable to trade online and the consequent scale of coronavirus losses.

Appeals Process

Grants are paid at the discretion of the Council with awards being determined within the Economic Growth and Revenues teams as appropriate. No formal right of appeal exists, but an applicant who is dissatisfied with a grant determination make request that it be reviewed by a more senior officer within the department. Following this a further appeal can be made via the Councils Complaints procedure.