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STOCKTON TOWN CENTRE FINANCIAL INCENTIVE SCHEME

Application Form

The purpose of this form is to establish whether your business is eligible for financial support in Stockton Town Centre. Our intention is to make decisions promptly; however this is entirely dependent on the ALL necessary information being provided and therefore we request that all efforts are made to accurately and fully complete the form before submission in order to avoid any delays on decisions made. You can get advice on completing this form from the Business & Enterprise Team on 01642 528384.

Please detail which scheme you applying for (both may be selected)	
Stockton Town Centre Grant Scheme	<input type="checkbox"/>
Business Rate Discount Scheme	<input type="checkbox"/>

Contact Details

Business/Organisation Name	
Registered trading name (if different)	
Business Address	

Contact Name	
Position	
Alternative contact(s)	
Telephone	
Mobile	
Email	
Website	

Property details

Address of property in Stockton Town Centre that financial support is being applied for:	
Rateable value:	
What is the length of lease agreed/signed? (A copy of the lease must be provided before the business can receive financial support).	
How long has the property been vacant?	
When do you intend to start trading from the property?	
What is the floor space size (sq ft) of each floor you will be occupying?	
Which use class does your business propose carrying out in the property? (see guidance notes for eligibility criteria)	<input type="checkbox"/> A1 – Retail Shop <input type="checkbox"/> A2 – Financial & Professional Services <input type="checkbox"/> A3 – Restaurants & Cafes <input type="checkbox"/> A4 – Drinking Establishments <input type="checkbox"/> B1 – Business (offices other than those listed within A2) <input type="checkbox"/> D2 - Leisure
Do you require Planning Permission for a 'Change of Use' or alterations to this property? If so, has an application been submitted?	

Company Information

Is your business:	<input type="checkbox"/> A new start-up <input type="checkbox"/> Re-locating to Stockton Town Centre <input type="checkbox"/> Existing Stockton Town Centre business that is expanding <input type="checkbox"/> A Multiple opening a new outlet
Company Status	<input type="checkbox"/> Sole Trader <input type="checkbox"/> Partnership <input type="checkbox"/> Private Limited Company <input type="checkbox"/> Social Enterprise <input type="checkbox"/> Other, please specify

<p>Have you received State Aid/de minimus State Aid within the last 3 years?</p>	<p><i>Further information about state aid, including examples of possible forms of assistance which could comprise state aid can be found at www.bis.gov.uk/policies/europe/state-aid. The BIS publication "The State Aid Guide" June 2011 and "State Aid – A Beginner's Guide" June 2010 are also useful sources of information.</i></p> <p>Please indicate the date the aid was received, the amount of aid and the scheme title. If you have not received any state aid (de minimis or otherwise) please enter "None".</p>
<p>Are you currently or have you previously traded (or anyone directly related to you) under a different business name?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If answering YES, please list business name, address, post code and trading dates.</p>

Grant details – please only complete if applying for a grant

<p>Please explain the purpose of the grant application. It must outline what you require the grant for, why you need the grant, what has been the background to setting up the business and the impact the grant will have</p>																			
<p>Total Project Cost</p>	<p>£</p>																		
<p>Grant amount requested</p>	<p>£</p>																		
<p>Break down (items)</p>	<table border="1"> <thead> <tr> <th data-bbox="555 1417 938 1496">Items/service to be purchased</th> <th data-bbox="938 1417 1166 1496">Quoted Costs</th> <th data-bbox="1166 1417 1514 1496">Name Supplier</th> </tr> </thead> <tbody> <tr> <td data-bbox="555 1496 938 1574">1.</td> <td data-bbox="938 1496 1166 1574">£</td> <td data-bbox="1166 1496 1514 1574"></td> </tr> <tr> <td data-bbox="555 1574 938 1653">2.</td> <td data-bbox="938 1574 1166 1653">£</td> <td data-bbox="1166 1574 1514 1653"></td> </tr> <tr> <td data-bbox="555 1653 938 1731">3.</td> <td data-bbox="938 1653 1166 1731">£</td> <td data-bbox="1166 1653 1514 1731"></td> </tr> <tr> <td data-bbox="555 1731 938 1809">4.</td> <td data-bbox="938 1731 1166 1809">£</td> <td data-bbox="1166 1731 1514 1809"></td> </tr> <tr> <td data-bbox="555 1809 938 1888">5.</td> <td data-bbox="938 1809 1166 1888">£</td> <td data-bbox="1166 1809 1514 1888"></td> </tr> </tbody> </table> <p><u>Three quotations or examples of best value being sought for items to be purchased must be provided.</u></p>	Items/service to be purchased	Quoted Costs	Name Supplier	1.	£		2.	£		3.	£		4.	£		5.	£	
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1.	£																		
2.	£																		
3.	£																		
4.	£																		
5.	£																		

Please provide details of any other grant/loan you have applied for and confirm whether or not it has been approved.	
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Checklist

- Business Plan (Start-up / Enterprise Arcade Tenant)**
- 12 Month Cashflow forecast**
- Signed Lease**

The Agreement

I hereby declare that to the best of my knowledge and belief the information provided in this form is accurate and true and fairly and reasonably represents the circumstances of my business. I also confirm that I have taken all reasonable steps to ensure that I am in possession of all relevant information before making this declaration.

I understand that the provision of any financial assistance may constitute a State Aid within the meaning of Article 107 of the Treaty on the Functioning of the European Union (The TFEU). I further understand that there are legal limits in respect of the amount of State Aid that can be received. I understand that I have a duty to declare any State Aid that my business has received in the last three years. I understand that if I knowingly or deliberately make a false statement regarding State Aid or the State Aid measure is declared unlawful that action may be taken against the business, including but not limited to action to recover the aid from the business with interest running from the date the aid was given.

DECLARATION: I understand that approval to receive a Business Rate Discount is subject to conditions and that I understand that any business seeking to locate to Stockton Town Centre must meet the eligibility criteria before they are granted the appropriate discount.

I understand that if my business requires Planning Permission the business will not be eligible to receive financial support until this is in place.

I consent to the sharing of information relating to my business rates account and application for financial assistance between those Council services that need to know the information,

I confirm that I am authorised to agree to the terms and conditions detailed above on behalf of the business. I further confirm that I am an authorised signatory within the business with full power and authority to make this declaration.

Signed

Print Name

Position

Date

Please note that your business may be included in any publicity regarding the scheme.

Please note all business debts with Stockton Borough Council must be paid in full before any application can be considered.

Completed applications must be returned to:

Business & Enterprise Team, Economic Growth & Development Services,
Stockton Borough Council, PO Box 34, Church Road, Stockton-on-Tees TS18 1LE
Email: business.enquiries@stockton.gov.uk