

Additional Restrictions Grant (ARG) Checklist: What You Need Before Applying

What You Need	Further Details
Business Rates Account Reference Number (if applicable)	This is the 8 digit number beginning with a 5 found on your SLDC Business Rates/NNDR bill. Old NNDR bills will have an old account number, so make sure you are using your most recent bill, which you should have received in March 2021.
Council Tax Account Reference Number (if applicable)	<p>If you don't have a business rates number, your council tax number is the quickest and easiest way we can verify who is applying for a grant. This will be used for home workers, sole traders and businesses based within South Lakeland that are registered from their home address or claiming for business-related expenses within your domestic property.</p> <p>This is the 8 digit number beginning with a 2 found on your SLDC Council Tax/domestic rates bill. Make sure you are using your most recent bill registered to your current residential address, which you should have received in March 2021.</p>
Applicant Details	<p>We need your details as the applicant including your contact details to update you on the outcome of the application, and should we need to contact you for additional information.</p> <p>For Sole Traders, this should be the details of the sole trader. For Companies, this should be the nominated representative with authorisation to submit on behalf of the business.</p>
Business Details	<p>These include:</p> <ul style="list-style-type: none"> • Business Name; • Business Sector • Business Type (sole trader, limited company etc) • Size of Business/Number of employees • Date your business was established; • A relevant business-related unique identification number. If you have a company registration number through Companies House, you must use this, otherwise charities should use the charity registration number, and sole traders can use their self-assessment or partnership number, or national insurance number. <p>If your property doesn't have a business name (such as a self-catering holiday let operated by a sole trader or partnership), you can either use your name or the name of the property.</p>
Information about your Business Operations	<p>You will provide further information relating specifically to your regular business costs and annual turnover for the last two financial years. These include:</p> <ul style="list-style-type: none"> • Monthly Fixed Property/Overhead Business Costs (including a description of what these costs are made up of) • Annual Turnover for 2019/20 and 2020/21 (estimated if not available) to show a loss of income

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	<p>We may request evidence of the above in some instances.</p> <p>You also need to tell us how your business has been impacted by COVID-19 restrictions, what date you were able to reopen your business, and any increase in costs linked to the lifting of restrictions and reopening safely.</p> <p>There is a good opportunity here for businesses to present a strong case to us setting out exactly how your business has been impacted over the past 15 months as well as your plans for reopening and trading again safely and kick-starting your business again.</p>
Payment details	<p>We'll need to know the bank/building society's name, your account name, sort code and account number. In most instances, this is your business bank account, though we are able to pay personal accounts where they are used for your business transactions (such as sole traders).</p> <p>Please ensure you double check these are submitted correctly as this will delay your grant payment if they are incorrect.</p>
Supporting Documentation: Full Bank Statement <u>and</u> Utility Bill	<p>You need to upload a full bank statement, which must be dated within the last 3 months: this must include your address, sort code, account number and account name. Your bank details should match the business rates account holder for the property you are applying for, where applicable.</p> <p>You also need to upload a recent utility bill which includes the business property address relating to the grant application, dated within the last 3 months.</p> <p>Please note that without both these documents we will not be able to process your payment. If you don't have a utility bill for your business premises, you may want to consider other documentation such as your lease, property insurance, invoices or other business related evidence.</p> <p>Make sure these are clear, legible, and contains all the information required.</p>
Subsidy Allowance information	<p>You will need to declare to us how much grant funding your business has received within the last 3 financial years – this includes any COVID-19 grant schemes that you have received a funding subsidy for your business.</p> <p>This is known as Subsidy Allowance (formerly State Aid). You'll need to check your bank statements for this, you will not be able to contact us to request this information.</p>