

Business Incentive Grant Application Form

1. APPLICANT

First Name

Last Name

2. BUSINESS NAME

ADDRESS

3. TYPE OF BUSINESS (and address if different from above)

4. Date the business is to start trading:

5. Telephone Number

Business Telephone Number
(if different from above)

e-mail address

6. Complete this section only if the application is for a new FULL-TIME business start up grant.

a) Have all necessary Council consents been received e.g. planning permission, food hygiene registration etc?

Yes **No**

b) Have you applied for a grant or loan from any other institution or group or similar body?

Yes **No**
If yes, from whom?

c) How did you learn of the Business Incentive Grant?

Data Protection Statement

1. The Council is required by law to protect the public funds it administers and may share information provided in order to prevent or detect fraud.

2. Any personal data you supply on this application form will be used for purposes in connection with the B.I.G. scheme. TVBC would however like to include your details on a list of start-up businesses which have received this grant. This list will only be available to other B.I.G. recipients.

If you wish to be included on this list and have your details shared with other B.I.G recipients please tick this box

I have read and fully understand the terms and conditions subject to which this grant is offered as set out in Annex 1 to this form.

Signature:

Date:

I declare:

- The business proposed has not started trading
- The business will be my only and full-time (minimum 30 hours per week) permanent occupation
- All the necessary consents/licences/permissions for my business have been obtained

Signature:

Date:

When completed, please return this form to:

D Gleave, Economic Development Officer,

Test Valley Borough Council,

Beech Hurst, Weyhill Road,

Andover, Hants SP10 3AJ

See our web site www.testvalley.gov.uk/business for further help and advice (eg. other grants, business support organisations and events and Test Valley Business Directory).

Annex 1

Test Valley Borough Council is committed to encouraging the strength and vitality of its local economy.

Developing a competitive local economy is one of our corporate priorities.

The Business Incentive Grant is intended to make a positive contribution towards the cost of creating a small business.

What is the Business Incentive Grant?

Grants of £750 are available to new businesses starting up.

Who Qualifies?

- ◆ Any new small business starting up.
- ◆ The business must be located within Test Valley.

FOR INFORMATION

If you are in receipt of means tested benefits, including from TVBC, it is your responsibility to notify the relevant agency, including TVBC Revenues Service of starting this new business. You are advised to contact the TVBC Planning & Building Service to enquire whether planning consent is required for the premises from which you intend to run the Business and the Valuation Office Agency to find out if Business Rates are payable. Planning consent and business rates will not always apply, so don't let that put you off from starting a business. If you intend to work from home you should also ask your Housing Association or landlord if they need to know you are starting a business.

Any other rules?

- ◆ You should apply for the grant **BEFORE** you start the new business.
- ◆ The new business start up must be full time, permanent and your only job. The grant cannot be paid to part time start up businesses.
- ◆ Any planning/building control/licence or other necessary consent must have been obtained.
- ◆ You will receive two visits from the Council: first to establish whether you are eligible and second, after 6 months, to confirm the new business is still operating. This will be determined by producing documentary evidence e.g. accounting records, invoices, receipts, bank statements in the name of the business and remittance advice etc. If the evidence is produced the grant will be paid.
- ◆ Only one grant per business will be paid.
- ◆ Normally you will receive a decision from the Council within 20 working days of the first visit.
- ◆ Second visits must take place six months after the initial visit. NB. applicants should request the second visit.