**Small Accommodation Providers Paying Council Tax Fund (SAP-CTF)**

**Application form for Bed & Breakfasts, Guesthouses and other Small Serviced Accommodation Providers**

The purpose of this fund is to provide financial support to Bed & Breakfasts, Guesthouses and other Small Serviced Accommodation businesses who have **not** been able to access support through other schemes.

Businesses applying to this Fund can operate with a *business or personal* bank accountdemonstrating business revenue and expenditure and *must* ***not be*** *in receipt of other Covid-19 business grant support in 2021*. To be eligible you must meet all of the criteria set out below.

If you meet the criteria and submit a complete application form, you will be eligible to receive the equivalent of the Strategic Framework Business Fund, back-dated to January 2021. This represents £2,000 every 4 weeks for the duration of level 4 restrictions, and no later than 31 March 2021. Payment will be made on a per premises basis.

If you are successful and receive the grant you can continue to accept key workers, according to Scottish Government guidance:   
<https://www.gov.scot/publications/coronavirus-covid-19-stay-at-home-guidance>

**Instructions**

To submit an application, confirm that you meet all the criteria in the table below, then complete the declaration with your name, business and bank account details.

**Email us a copy of the completed application form and attach the supporting documentation set out below:**

* Proof of identity, ideally photographic (for example a valid passport or driving licence)
* A copy of a council tax bill for the premises
* A copy of a recent bank account statement (clearly showing the account holder name, account number and sort code that matches the bank account details supplied below)
* Evidence of Business Insurance
* Evidence of one of the following:
  + HMRC unique tax reference
  + ***Or*** VAT registration number
  + ***Or*** Business Registration Number (*provided by Companies House or Scottish Charities Regulator*)

**Submitting application**

Please send the completed application form and supporting documentation to [accommodationsupportfund@eastlothian.gov.uk](mailto:accommodationsupportfund@eastlothian.gov.uk)

|  |  |
| --- | --- |
| **Yes/no** | **Criteria** |
|  | Operate as a guesthouse, bed & breakfast, or similar small serviced accommodation |
|  | Pay Council Tax for the premises |
|  | Business receipts represent a primary source of income (one third or more of earnings) |
|  | Can provide evidence of active trading up to March 2020 and had intended to continue trading in the tax year 2020-21 |
|  | Not currently in receipt of COVID-19 related business grant support through the Strategic Framework Business Fund for the premises. Applicants are however permitted to make use of Coronavirus Job Retention Scheme and can be in receipt of SEISS. |
|  | Evidence of Business Insurance, or if not currently trading, that have held such insurance when trading |
|  | Can provide evidence of membership, accreditation, registration or listing with a recognised hospitality or tourism agency, representative body or marketing organisation; national or local (for example, Visit Scotland, Association of Scotland’s Self-Caterers, SBBA, Visit East Lothian, AA, Quality in Tourism etc.). Online booking platform listing alone is not accepted as evidence. |
|  | The business operates within the East Lothian Council area |
|  | Please be aware that if you are in receipt of working age benefit payments (Universal Credit, Statutory Sick Pay, Employment and Support Allowance, Job Seekers’ Allowance, Income Support etc.) or have applied for but not yet started receiving Universal Credit or an advanced payment of Universal Credit, these may be affected by any award under this fund. |

**Declaration**

I am applying in full knowledge that the purpose of this grant is to provide support for bed and breakfasts, guesthouses and other small serviced accommodation losing revenue because of   
COVID-19.

I confirm that all of the information provided is accurate.

I understand that my application and supporting documents could be subject to audit. If any part of the declaration is subsequently found to be incorrect I may be required to repay the grant. If I am found to have knowingly provided false information my application could be subject to fraud referral.

I acknowledge that I may be required to declare receipt of a grant for tax purposes or if applying for Universal Credit and other forms of support in the future.

**Applicant and business details**

|  |  |
| --- | --- |
| First and last name: |  |
| National Insurance number: |  |
| Trading name of the business: |  |
| Business address: |  |
| Business postcode: |  |
| Email address: |  |
| Contact telephone number: |  |
| Website or other online presence address: |  |

**Bank account details**

|  |  |
| --- | --- |
| Bank account name: |  |
| Bank account number (8 digits): |  |
| Bank sort code (6 digits): |  |

**Privacy Notice**

**Who we are:**

East Lothian Council is a local authority established under the Local Government etc. (Scotland) Act 1994. Its head office is located at John Muir House, Haddington East Lothian EH41 3HA, and you can contact our Data Protection Officer by post at this address, by email at: [dpo@eastlothian.gov.uk](mailto:dpo@eastlothian.gov.uk) or 01620 827827.

**Why do we need your personal information and what do we do with it?**

You are giving us your personal information to allow us to determine whether your business is eligible to receive funding from the Coronavirus (COVID-19): Business Support – Small Business Support – Small Accommodation Providers Paying Council Tax (SAP-CTF) Fund, and to administer that funding to your business. We also use your information to verify your identity where required, contact you by post, email or telephone and to maintain our records.

**Legal basis for using your information:**

You can find more details about this local authority on our website at www.eastlothian.gov.uk.  Processing your personal information is necessary for the performance of a contract with you (or to take steps to enter into a contract with you).  If you do not provide us with the information we have asked for then we will not be able to provide this service to you.

**Who do we share your information with?**

We are legally obliged to safeguard public funds so we are required to verify and check your details internally for fraud prevention. We may share this information with other public bodies (and also receive information from these other bodies) for fraud checking purposes.  We are also legally obliged to share certain data with other public bodies, such as HMRC and will do so where the law requires this.  We will also generally comply with requests for specific information from other regulatory and law enforcement bodies where this is necessary and appropriate.  Your information is also analysed internally to help us improve our services.  This data sharing is in accordance with our Information Use and Privacy Policy and covered in our full privacy statement on our website. It also forms part of our requirements in line with our Records Management Plan approved in terms of the Public Records (Scotland) Act 2011.

Your information will be shared with the Scottish Government for the purposes of determining your application and administering it.

**How long do we keep your information for?**

We only keep your personal information for the minimum period amount of time necessary.  Sometimes this time period is set out in the law, but in most cases it is based on the business need.  We maintain a records retention and disposal schedule which sets out how long we hold different types of information for.   You can view this on our website at www.eastlothian.gov.uk or you can request a hard copy from the contact address stated above.

**Your rights under data protection law:**

* **access to your information** – you have the right to request a copy of the personal information that we hold about you.
* **correcting your information** – we want to make sure that your personal information is accurate, complete and up to date. Therefore you may ask us to correct any personal information about you that you believe does not meet these standards.
* **deletion of your information** *–* you have the right to ask us to delete personal information about you where:
  + you think that we no longer need to hold the information for the purposes for which it was originally obtained
  + you have a genuine objection to our use of your personal information – see *Objecting to how we may use your information* below
  + our use of your personal information is contrary to law or our other legal obligations.

**Objecting to how we may use your information** – You have the right at any time to tell us to stop using your personal information for direct marketing purposes.

**Restricting how we may use your information** – in some cases, you may ask us to restrict how we use your personal information.  This right might apply, for example, where we are checking the accuracy of personal information that we hold about you or we are assessing the objection you have made to our use of your information.  This right might also apply if we no longer have a basis for using your personal information but you don't want us to delete the data.  Where this right is realistically applied will mean that we may only use the relevant personal information with your consent, for legal claims or where there are other public interest grounds to do so.

Please contact us as stated above if you wish to exercise any of these rights.

**Information you have given us about other people:**

If you have provided anyone else’s details on this form, please make sure that you have told them that you have given their information to East Lothian Council.  We will only use this information to process and administer your claim.  If they want any more information on how we will use their information they can visit our web site at www.eastlothian.gov.uk or email at [dpo@eastlothian.gov.uk](mailto:dpo@eastlothian.gov.uk)

**Complaints:**

We aim to directly resolve all complaints about how we handle personal information. If your complaint is about how we have handled your personal information, you can contact the Council’s Data Protection Officer by email at [dpo@eastlothian.gov.uk](mailto:dpo@eastlothian.gov.uk) or 01620 827827.

However, you also have the right to lodge a complaint about data protection matters with the Information Commissioner's Office, who can be contacted by post at:  Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF. By phone on 0303 123 1113 (local rate) or 01625 545 745. Visit their website for more information at- <https://ico.org.uk/concerns>.