Discretionary Restart Grants (ARG3)

Checklist for Applicants

Teignbridge District Council

Applicants that cannot apply for the ARG scheme using an access code will need to complete an application form in full.

We recommend you collect all of the details below before starting your application.

Reference Numbers

You will need to input at least **one** reference number. Some of these will only be applicable for certain types of business.

- ☐ Unique Tax Reference Number (you will need to supply a copy of your latest Tax Return if this number is imputed)
- ☐ Business Rates Account Number
- ☐ Company Registration Number
- ☐ VAT Number
- ☐ Charity Number
- ☐ Council Tax Reference Number

Payment Details

All applicants will need to input their bank details – these must match with the bank details on your bank statement.

- ☐ Bank name
- ☐ Bank sort code
- ☐ Bank account number

Bank Statement

All applicants will need to supply a March 2021 bank statement

- ☐ Bank Statement for March 2021

Fixed Costs

All applicants will need to supply at least **one** of the following documents from their business for January 2021, February 2021 or March 2021:

- ☐ Business tenancy/lease agreement

- ☐ Business Rates bill
- ☐ Business utility bill
- ☐ Business insurance
- ☐ Business licensing bill
- ☐ Equipment hire agreement
- ☐ Marketing/advertising cost evidence

Those businesses who work from home cannot include documents showing residential costs, only those specific to their business.

Impact Evidence

If you are applying as a business that has been 'severely impacted' you will need to include evidence of this. All applicants will need to include at least **one** of the following:

- ☐ Bank Statement for March 2020 or October 2020 showing loss of income compared to March 2021
- ☐ Evidence that you supply a sector which was forced to close, such as an invoice from November 2020, December 2020 or January 2021
- ☐ Evidence that one of your suppliers was severely affected and this impacted on your ability to trade
- ☐ Evidence that you had been severely impacted by a lack of footfall, visitors, guests, participants.