

**Sevenoaks District Council
Business Flood Support Scheme
Application Form**

Please read the accompanying scheme guidelines carefully before completing the application form. If you have any queries regarding the application process, please contact Simon Davies at Sevenoaks District Council, Argyle Road, Sevenoaks, Kent, TN13 1HG. Tel: 01732 227000. Email grants@sevenoaks.gov.uk.

Funding of up to £25,000 per application is available to small and medium sized businesses in flood affected areas that have been impacted by the floods and suffered a significant loss of trade. Small and medium sized businesses are usually defined as businesses with 250 employees or less. If your business is larger than this, we would be happy to discuss eligibility with you.

Please complete this application form electronically – we cannot accept hand-written applications

1. YOUR DETAILS

Please tell us:

- 1.1 Name of business: **The Old Manor House**
- 1.2 Contact name: **[REDACTED]**
- 1.3 Position in organisation (if applicable): **Owner**
- 1.4 Business address and postcode: **The Green, Brasted, Kent, TN16 1JL**
- 1.5 Email: **[REDACTED]**
- 1.6 Telephone number: **01959569950** Mobile: **[REDACTED]**
- 1.7 Website: **theoldmanorhouse.wordpress.com**
- 1.8 Are you VAT Registered? **No**
- 1.9 VAT Registration number

2. INFORMATION ABOUT HOW YOU WOULD USE A GRANT

2.1 Date(s) on which flooding affected your business: **24.12.13, 02.01.14, 17.01.14, 01.03, 14**

2.2 Have you filed a claim with your insurer? **Yes**

2.3 If no, please say why?

2.4 If yes, what is the status/outcome of the claim? **It has been accepted and is treated as Major and Complex Claim**

2.5 What is the result of the impact of flooding on your business?

- Direct damage and loss to premises **yes**
- Direct damage and loss to equipment/stock **yes**
- Loss of trading due to limited access to premises, equipment or stock **yes**
- Loss of trading due to limited access to customers and/or suppliers **yes**
- Other (please outline)

2.6 Please provide a written description detailing the extent of flooding in/around your business and the damage/impact to your business. Please set out your current ability to trade. Please include with your claim submission a map showing the location of flooding around your property and include any photographs of the damage caused. Please include with your claim submission a copy of any claim you have made to your insurer for this event:

The water entered the front door and reached approx 30 cm. The area affected was my entire downstairs living area which consists of a hall, dining area, seating area, WC, under stair storage. Furthermore "dirty" water entered the kitchen and the breakfast area with the result that all the kitchen units and appliances were condemned. All furniture and soft furnishings were beyond repair and destroyed. Initially I was unable to trade and passed on many bookings to nearby B&Bs. I decided to stop trading until 1st of June. However, for a few weeks I have started trading again on a Bed only basis and there are some guests who are happy about this arrangement. The guest accommodation was unaffected by the flooding as such but of course the ability to cook and provide the breakfasts that people expect were all gone from Christmas onwards.

2.7 How will you spend a grant from the Business Flood Support Scheme?

As work has only recently been designed and worked out how to be carried out there has not been time to sort out the wider flood prevention ideas and it is true to say that I have not looked into the exact way of spending a grant but it is along the lines of

Domestic Floodgate - to put in place for two back doors

Smart Airbrick - to put in any airbrick

Non Return valves - there are clay pipes here

2.8 If you are claiming for loss of trade, please set out how this amount was calculated:

I had a number of forward bookings which have had to be cancelled and I have found alternative accommodation for them. This amounts to approx £2370 in lost trade. The starting date for this was 27th December 2013 and the last booking cancelled was for May 21st 2014. In addition I have had general enquiries which I have not been able to pursue due to the state of the house and I estimate that the final impact on the business as a direct result of not being able to offer the full Bed and Breakfast experience will be in the region of £5.000.

2.9 Has repair/remedial work been started to your business? yes

2.10 If not, when will the work be carried out?

2.11 Do you have the necessary legal agreements, insurances and processes in place to deliver the required improvements?

The entire project is being supervised and handled by the insurance company Liverpool Victoria and their loss adjuster and my own appointed surveyor Jeremy Treliving of Sheffords Chartered Surveyors in Sevenoaks.

3. CLAIM COSTS

- 3.1 What is the total expected cost of the impact to your business? **£approx £5000**
- 3.2 What is the total value of the claim to your insurer? **£approx £80.000**
- 3.3 Total amount requested from the Business Flood Support Scheme **£5,100**
~~£1000~~
- 3.4 Please set out how funding from the Business Flood Support Scheme will be spent :

Claim category	Details of damage/impact experienced	Cost
Immediate clear up costs (not covered by insurance)	LV cover	
Non-recoverable excesses for repair or replacement of equipment and stock	£100	£100
Non recoverable insurance excesses for repair or replacement of building structures	As above	
Temporary business accommodation	N/A	
Extra staff costs	N/A	
Exceptional business costs (eg hire of dehumidifiers)	LV cover	
Structural surveys	LV cover	
Security measures	N/A	
Exceptional costs to improve access for suppliers or customers	N/A	
Significant loss of trade	Yes	£5000

Other (please specify)		
Other (please specify)		
Other (please specify)		

4. OWNER AND OCCUPIER DETAILS

4.1 Are you the owner of the freehold of the property:
Yes

4.2 If not, please provide the contact address for the owner of the freehold of the property:

5. STATE AID

5.1 Under EU State Aid Legislation, applicants in receipt of 200,000 Euros (approx. £167,000) in the last three years may not be eligible for support. Have you received any State Aid during this or the preceding two years? **No**

5.2 If yes, please give details:

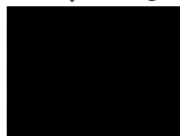
6. YOUR BANK DETAILS

6.1 Any grant awarded will be paid by BACS Transfer: Please set out your bank details below:

Bank

Account Number

Sort Code



7. SIGNATURES

7.1 Signature of applicant

I certify that the information supplied on this application form is correct to the best of my knowledge and belief. I understand that a decision about my grant will be made on the basis of the information I have supplied on this form. I authorise any enquiries necessary to be made. I understand that if I make a false claim I may be prosecuted. If any of the information changes, I will undertake to inform Sevenoaks District Council immediately.

I authorise enquiries to be made with my insurance company to clarify any issues or queries about my insurance cover and any claims made.

I understand that submitting an application to the Business Flood Support Scheme does not necessarily entitle me to receive any funding.

If my application is successful, I agree to acknowledge the support of the District Council in any publicity. I also confirm that my organisation aims to comply with all relevant statutory requirements.

Signed on behalf of business:  _____
Position in company: Owner

7.2 Signature of owner of freehold (if different from 7.1)

I certify that the information supplied on this application form is correct to the best of my knowledge and belief. I agree to the works listed on this application form being carried out.

Signed on behalf of owner/freeholder: _____
Designation: _____

8. EQUAL OPPORTUNITIES STATEMENT

8.1 Kerstin Olszowska recognises that everyone has a contribution to make to our society and a right equal treatment. We aim to ensure that no organisation or individual involved with our organisation will be discriminated against by our organisation on the grounds of:

- Race
- Disability
- Gender
- Age
- Religion/Belief
- Sexual Orientation
- Pregnancy and maternity
- Marital or civil partnership status
- Transgender

Signed on behalf of organisation:  _____
Designation: _____

PLEASE REMEMBER:

- Complete the form in full. ALL questions must be completed. We will appraise your application based ONLY on the information supplied on this form.
- Print and sign the form - we cannot accept applications by email.
- Please ensure the application is signed by you or your organisation AND the freehold owner of the land/building to be improved. Your application is invalid if it is not signed.
- Supply all supporting information:
 - A set of audited or independently examined accounts for the latest year available
 - A map showing the location of flooding around your property
 - Evidence of impact of flooding to your property:
 - Copy of insurance claim
 - Photographs of any flood damage occurred - Photos available digitally
 - Any evidence of cost of loss of trading
 - Proof of works and/or invoices for any work completed
- Return by post to the address below:

**Simon Davies, Communities & Business Team, Sevenoaks District Council,
Council Offices, Argyle Road, Sevenoaks, Kent, TN13 1HG**

I would naturally be happy to arrange for you to visit me at the premises to assess this claim.

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Please complete this application form electronically - we cannot accept hand-written applications

1. YOUR DETAILS

Please tell us:

- 1.1 Name of business: Nautilus Yachting Ltd
- 1.2 Contact name: [REDACTED]
- 1.3 Position in organisation (if applicable): [REDACTED]
- 1.4 Business address and postcode: The Watermill, 87 High Street, Edenbridge TN8
5AU
- 1.5 Email: [REDACTED]
- 1.6 Telephone number: 01732 867445 Mobile: [REDACTED]
- 1.7 Website: www.nautilusyachting.com
- 1.8 Are you VAT Registered? **Yes**
- 1.9 VAT Registration number 603201900

2. INFORMATION ABOUT HOW YOU WOULD USE A GRANT

2.1 Date(s) on which flooding affected your business: **23 December and 17 January**

2.2 Have you filed a claim with your insurer? **Yes**

2.3 If no, please say why?

2.4 If yes, what is the status/outcome of the claim? **Claim for property damage is pending but agreed. No claim for contents as excess is greater than the loss**

2.5 What is the result of the impact of flooding on your business?

- Direct damage and loss to premises **Yes**
- Direct damage and loss to equipment/stock **Yes**
- Loss of trading due to limited access to premises, equipment or stock **No**
- Loss of trading due to limited access to customers and/or suppliers **Yes**
- Other (please outline)

2.6 Please provide a written description detailing the extent of flooding in/around your business and the damage/impact to your business. Please set out your current ability to trade. Please include with your claim submission a map showing the location of flooding around your property and include any photographs of the damage caused. Please include with your claim submission a copy of any claim you have made to your insurer for this event:

Our office is a watermill on the High Street in edenbridge a few doors away from the bridge over the river Eden and connecting to the river via the millpond at the rear of our office. On both occasions that we were flooded water entered form both front and rear and from a manhole in the office. The floods covered the ground floor to a depth of 2 feet. This damaged brochure supplies, caused damage to ground floor wall, floors, toilet facilities etc and damaged the landscaping around the millpond. It also affected access to the building for clients.

2.7 How will you spend a grant from the Business Flood Support Scheme?

To replace water damaged stock and recover the excess of the buildings insurance and fit an all manhole cover that will keep the drain/sewer water out of the office.

2.8 If you are claiming for loss of trade, please set out how this amount was calculated:

N/A

2.9 Has repair/remedial work been started to your business?

NO

2.10 If not, when will the work be carried out?

28 APRIL

2.11 Do you have the necessary legal agreements, insurances and processes in place to deliver the required improvements?

YES

3. CLAIM COSTS

- 3.1 What is the total expected cost of the impact to your business? **£10,000**
- 3.2 What is the total value of the claim to your insurer? **£6212**
- 3.3 Total amount requested from the Business Flood Support Scheme **£3074.36**
- 3.4 Please set out how funding from the Business Flood Support Scheme will be spent :

Claim category	Details of damage/Impact experienced	Cost
Immediate clear up costs (not covered by insurance)		0
Non-recoverable excesses for repair or replacement of equipment and stock	Flood dam	2174.36
Non recoverable insurance excesses for repair or replacement of building structures	Excess	250.00
Temporary business accommodation		0
Extra staff costs		0
Exceptional business costs (eg hire of dehumidifiers)	Insured	
Structural surveys	n/a	
Security measures	n/a	
Exceptional costs to improve access for suppliers or customers	n/a	
Significant loss of trade	??	
Other (please specify)	Drain cove	£650
Other (please specify)		
Other (please specify)		

4. OWNER AND OCCUPIER DETAILS

- 4.1 Are you the owner of the freehold of the property:
Yes
- 4.2 If not, please provide the contact address for the owner of the freehold of the property:

5. STATE AID

- 5.1 Under EU State Aid Legislation, applicants in receipt of 200,000 Euros (approx. £167,000) in the last three years may not be eligible for support. Have you received any State Aid during this or the preceding two years? **No**
- 5.2 If yes, please give details:

6. YOUR BANK DETAILS

6.1 Any grant awarded will be paid by BACS Transfer: Please set out your bank details below:

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7. SIGNATURES

7.1 Signature of applicant

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I authorise enquiries to be made with my insurance company to clarify any issues or queries about my insurance cover and any claims made.

I understand that submitting an application to the Business Flood Support Scheme does not necessarily entitle me to receive any funding.

If my application is successful, I agree to acknowledge the support of the District Council in any publicity. I also confirm that my organisation aims to comply with all relevant statutory requirements.

Signed on behalf of business:



Position in company:

Director

7.2 Signature of owner of freehold (if different from 7.1)

I certify that the information supplied on this application form is correct to the best of my knowledge and belief. I agree to the works listed on this application form being carried out.

Signed on behalf of
owner/freeholder:

Designation:

8. EQUAL OPPORTUNITIES STATEMENT

8.1 _____ **Nautilus Yachting Ltd** _____ recognises that everyone has a contribution to make to our society and a right equal treatment. We aim to ensure that no organisation or individual involved with our organisation will be discriminated against by our organisation on the grounds of:

- Race
- Disability
- Gender
- Age
- Religion/Belief
- Sexual Orientation
- Pregnancy and maternity
- Marital or civil partnership status
- Transgender

Signed on behalf of organisation: _____

Designation: _____

Director

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- Supply all supporting information:
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 - A map showing the location of flooding around your property
 - Evidence of impact of flooding to your property:
 - Copy of insurance claim
 - Photographs of any flood damage occurred
 - Any evidence of cost of loss of trading
 - Proof of works and/or invoices for any work completed
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