

SEVENOAKS DISTRICT COUNCIL
15 JUL 2014
COMMUNITY & BUSINESS SERVICES

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: EDENBRIDGE BALTI LIMITED
- 1.2 Contact name: [REDACTED]
- 1.3 Position in organisation (if applicable): DIRECTOR
- 1.4 Business address and postcode: 93 HIGH STREET
EDENBRIDGE, KENT
- 1.5 Email: TN8 5AU
- 1.6 Telephone number: 01732868058 Mobile: [REDACTED]
- 1.7 Website:
- 1.8 Are you VAT Registered? YES
- 1.9 VAT Registration number 863085023 (FLAT RATE. THEREFORE WE CAN NOT CLAIM INPUT VAT)

2. INFORMATION ABOUT HOW YOU WOULD USE A GRANT

- 2.1 Date(s) on which flooding affected your business: *24-12-2013, 25-12-13 & 17-01-14*
- 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? *IN THE PROCESS*

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

- Direct damage and loss to premises
- Direct damage and loss to equipment/stock
- Loss of trading due to limited access to premises, equipment or stock
- Loss of trading due to limited access to customers and/or suppliers
- 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:

Damages to Premises

- (a) Partition wall and flat roof of storage
- (b) customer counter
- (c) Floor Lino and Tiles
- (d) 2 external doors and 1 internal door
- (e) Electrical sockets and wiring

Damages to Equipment

- (a) 1 Fridge
- (b) 2 chest fridges
- (c) 1 Tandem oven
- (d) 4 chairs and 1 coffee table

Stock: Meat, chicken, Prawn, King Prawn, vegetables (frozen, cooked & fresh)

Insurance premium went up by £1,000, cannot cover flood, due to flood claim.

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

TO re-build premises damaged as described in 2.6, replace equipment and furniture and stock

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

2.9 Has repair/remedial work been started to your business? No (Some equipment were replaced)

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

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? £ 14 310
- 3.2 What is the total value of the claim to your insurer? £ 3750
- 3.3 Total amount requested from the Business Flood Support Scheme £ 10560
- 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)	used local men	200
Non-recoverable excesses for repair or replacement of equipment and stock		1000
Non recoverable insurance excesses for repair or replacement of building structures		
Temporary business accommodation		
Extra staff costs		
Exceptional business costs (eg hire of dehumidifiers)		
Structural surveys		
Security measures		
Exceptional costs to improve access for suppliers or customers		
Significant loss of trade		
Other (please specify)	Store room wall and flat roof	5000
Other (please specify)	Customer Counter, Tiles, Lino, decoration etc	3060
Other (please specify)	Doors (3) and Electrical wiring & Sockets. 2 chest of drawers, 1 Fridge, clean and disposal - not yet done.	1300 150

4. OWNER AND OCCUPIER DETAILS

- 4.1 Are you the owner of the freehold of the property: No
- 4.2 If not, please provide the contact address for the owner of the freehold of the property:
RWS PROPERTIES LIMITED, 34 TEIGNMOUTH ROAD, LONDON NW2 4HN

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? NONE
- 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:



23-06-14

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:

DIRECTOR
RWS PROPERTIES LTD
(LANDLORD)

8. EQUAL OPPORTUNITIES STATEMENT

8.1 _____ 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

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
 - 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**

Sevenoaks District Council Community Services Department			
20 MAY 2014			
CSD	FIN	ADMIN	COMM
EHO	ENR		

**Sevenoaks District Council
Business Flood Support Scheme
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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: R.A.M.S (south east) LTD
- 1.2 Contact name: [REDACTED]
- 1.3 Position in organisation (if applicable): Director
- 1.4 Business address and postcode: Hardys Yard, London road, riverhead
TN13 2DN
- 1.5 Email: info@ramsuk.com
- 1.6 Telephone number: 01732457700 Mobile: [REDACTED]
- 1.7 Website:
- 1.8 Are you VAT Registered? **Yes**
- 1.9 VAT Registration number 167745470

2. INFORMATION ABOUT HOW YOU WOULD USE A GRANT

2.1 Date(s) on which flooding affected your business: **24/12/2013 & 17/01/2014**

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? **Agreed awaiting settlement**

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 no
- 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:

i am writing to you regarding the flooding of my new business premises, we moved in last year and was granted rate relief to refurbish the building. we are a small business which is run by myself and with help from my father. my property has been flooded on two occasions the dates listed above, on both occasions this has been a result of the river darent overflowing and running directly into the building. covering all floors in 3-6 inches of water. each time this has happened we have had to repaint the floors walls and repair water damage and have the electrics checked and repaired.. taking several weeks to do so each time. it has meant that we have not been able to open the business as scheduled, and was hoping to get an extension on the business rate relief. i spoke to a lady at your office and she suggested that i filled out this form and return it to you.

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

we would spend the grant on getting the building ready to open for business

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

it is hard to calculate the amount that we have lost being a new business but it has delayed us by roughly 3-4 months on opening and our rent and overheads are £2600 a month which amounts to £10,400

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?

yes we are insured for future flooding and we are working with our land lord.

3. CLAIM COSTS

- 3.1 What is the total expected cost of the impact to your business? **£14500**
- 3.2 What is the total value of the claim to your insurer? **£4100**
- 3.3 Total amount requested from the Business Flood Support Scheme **£**

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)		
Non-recoverable excesses for repair or replacement of equipment and stock		
Non recoverable insurance excesses for repair or replacement of building structures		4100
Temporary business accommodation	N/A	
Extra staff costs	N/A	
Exceptional business costs (eg hire of dehumidifiers)		500
Structural surveys	N/A	
Security measures		150
Exceptional costs to improve access for suppliers or customers		
Significant loss of trade		10400
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:
no
- 4.2 If not, please provide the contact address for the owner of the freehold of the property:
RAMAC Hardys Yard,

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:

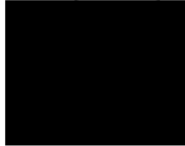
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6.1 Any grant awarded will be paid by BACS Transfer: Please set out your bank details below:

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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:

director R.A.M.S (South east) LTD

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:

landlord RAMP HOLDINGS LIMITED

8. EQUAL OPPORTUNITIES STATEMENT

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