

**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: LEE & HOR LTD.
HONG KONG DINER
- 1.2 Contact name: [REDACTED]
- 1.3 Position in organisation (if applicable): DIRECTOR
- 1.4 Business address and postcode: 95 HIGH STREET, EDENBRIDGE
KENT TN8 5AU
- 1.5 Email:
- 1.6 Telephone number: 01732 865572
Mobile: [REDACTED]
- 1.7 Website: N/A
- 1.8 Are you VAT Registered? YES.
- 1.9 VAT Registration number 929 7354 81

2. INFORMATION ABOUT HOW YOU WOULD USE A GRANT

- 2.1 Date(s) on which flooding affected your business: 24/12/13 , 17/1/14
- 2.2 Have you filed a claim with your insurer? No
- 2.3 If no, please say why? INSURANCE NOT COVER .
- 2.4 If yes, what is the status/outcome of the claim?
- 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:

AS FROM THE PHOTOS ENCLOSED, THE FLOOD HAS AFFECTED THE ACCESS OF OPERATION OF BUSINESS DURING THAT 2 DAYS. AS A RESULT, WE HAVE TO STOP TRADING FOR 2 DAYS AND ALSO CHANGE THE LAMINATED FLOORINGS; ~~BE~~ SOME OF THE ELECTRICAL WIRINGS AND DAMAGED EQUIPMENTS. IN ORDER FOR US TO START TRADING. ~~THE~~

NO CLAIM HAS MADE TO INSURANCE COMPANY BECAUSE WE WERE TOLD OUR POLICY DID NOT COVER FLOODING.

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

N/A

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

2 days of Loss of Trade was calculated based on estimates from the figures of previous week and also figure of previous year.

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?

NONE

3. CLAIM COSTS

- 3.1 What is the total expected cost of the impact to your business? £ 1803.45
- 3.2 What is the total value of the claim to your insurer? £ -
- 3.3 Total amount requested from the Business Flood Support Scheme £ 1803.45
- 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)		1003.45
Non-recoverable excesses for repair or replacement of equipment and stock		
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		800
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:

RWS PROPERTIES LTD
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? **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: 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:

N/A

Designation:

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: