**Small Accommodation Providers paying Council Tax (SAP-CTF)**

**Application Form for Self-Caterers**

**Eligibility:**

The purpose of this fund is to provide financial support to Self-Catering businesses who have **not** been able to access support through the Strategic Framework Business Fund as a result of not being registered on Non-Domestic Rates.

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 whilst you remain in Level 4. 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[[1]](#footnote-1).

**Eligibility**

Businesses seeking to apply for support must be able to meet and evidence the following eligibility criteria:

1. Confirm that the business meets the definition of a self-catering property as defined in [The Council Tax (Dwellings and Part Residential Subjects) (Scotland) Regulations 1992](https://www.legislation.gov.uk/uksi/1992/2955/schedule/2/made);[[2]](#footnote-2)
2. Confirm that the applicant/business pays council tax
3. Confirm that your business receipts represent a primary source of income (one third or more of earnings);
4. Provide auditable data to support one of the following statements:
   1. My property was occupied for more than 140 days in financial year 2019-20, or
   2. Due to a poor trading season my property was not occupied for 140 days in financial year 2019-20 but was occupied for more than 140 days in either of the 2 financial years preceding;
5. Confirm that you are not currently in receipt of COVID-19 related business grant support through the Strategic Framework Business Fund for the premises
6. Provide evidence of Business Insurance
7. Evidence of membership, accreditation, registration or listing with a recognised hospitality or tourism agency, representative body or marketing organisation; national or local (for example, VisitScotland, Association of Scotland’s Self-Caterers, your local Destination Marketing Organisation, AA, Quality in Tourism etc. Online booking platform listing alone is not accepted as evidence.

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| --- | --- |
| Yes/no | Criteria |
|  | Business meets the definition of a self-catering property as defined in [The Council Tax (Dwellings and Part Residential Subjects) (Scotland) Regulations 1992](https://www.legislation.gov.uk/uksi/1992/2955/schedule/2/made) |
|  | Paying Council Tax |
|  | Business receipts represent a primary source of income (one third or more of earnings); |
|  | Can provide auditable data to support one of the following statements:   * 1. My property was occupied for more than 140 days in financial year 2019-20, or   2. Due to a poor trading season my property was not occupied for 140 days in financial year 2019-20 but was occupied for more than 140 days in either of the 2 financial years preceding; |
|  | Evidence of Business Insurance, or if not currently trading, that have held such insurance when trading. |
|  | Evidence of membership, accreditation, registration or listing with a recognised hospitality or tourism agency, representative body or marketing organisation; national or local (for example, VisitScotland, Association of Scotland’s Self-Caterers, your local Destination Marketing Organisation, AA, Quality in Tourism etc) Online booking platform listing alone is not accepted as evidence. |
|  | Not currently in receipt of COVID-19 related business grant support through the Strategic Framework Business Fund. Applicants are however permitted to make use of Coronavirus Job Retention Scheme and can be in receipt of SEISS. |
|  | The business operates within the local authority to whom you are submitting this application |
|  | Applicants will wish to be aware that if they are in receipt of working age benefit payments (Universal Credit, Statutory Sick Pay, Employment and Support Allowance, Job Seekers’ Allowance, Income Support) 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 to self-catering businesses 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.

**Personal Details**

Trading name (if applicable):

First name, last name:

Address, phone number, email address:

National Insurance Number:

Date of Application:

Bank account for grant payment (must be in name of applicant): please provide copy of most recent statement.

**Supporting Documentation**

*Please upload images or digital copies of the following in support of your application*:

* Proof of identity, ideally photographic (for example a valid passport or driving licence) – **mandatory**
* Proof that the applicant/business pays council tax **- mandatory**
* Proof of business address (for example a recent council tax bill or utility bill) – **mandatory**
* Evidence of Business Insurance – **mandatory**
* One of the following:
  + HMRC unique tax reference
  + ***Or*** VAT registration number
  + ***Or*** Business Registration Number (*provided by Companies House, Charities Commission, Mutuals, Public Register and other statutory and regulatory bodies that you must file accounts and annual membership details with*) – **mandatory**

You must also be able to confirm you could provide the following if required:

* Business receipts represent a primary source of income (for example, one third or more of earnings) e.g. tax return. – **self-declaration**
* You must have auditable data to support one of the following statements (this should be clear and number of days noted, with associated auditable evidence):
  + My property was occupied for more than 140 days in financial year 2019-20, or
  + Due to a poor trading season my property was not occupied for 140 days in financial year 2019-20 but was occupied for more than 140 days in either of the 2 financial years preceding; – **self-declaration**
* Evidence of membership, accreditation, registration or listing with a recognised hospitality or tourism agency, representative body or marketing organisation; national or local (for example, VisitScotland, Association of Scotland’s Self-Caterers, your local Destination Marketing Organisation, AA, Quality in Tourism etc) – **self-declaration**

If you have a website or other online presence please also provide a link:

**Data Protection**

**Privacy Notice for Support for Small Accommodation Providers**

**Who we are?**

Glasgow City Council is a local authority established under the Local Government etc. (Scotland) Act 1994. Its head office is located at City Chambers, George Square, Glasgow G2 1DU, United Kingdom.  You can contact our Data Protection Officer by Post at this address, by [Email](mailto:dataprotection@glasgow.gov.uk), or by Phone on 0141 287 1055.

Please do not contact the Information and Data Protection Team in connection with these grants as they will not be able to assist and this may slow down your application

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**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 Support 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. This local authority is administering the Scottish Government Coronavirus Small Accommodation Providers Fund.

**Legal basis for using your information**

You can find more details about this on our [website](http://www.glasgow.gov.uk/privacy). 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 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.glasgow.gov.uk](http://www.glasgow.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 obligation
* **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 Glasgow City 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 [website](http://www.glasgow.gov.uk/privacy) or contact us by [email](mailto:dataprotection@glasgow.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](mailto:dataprotection@glasgow.gov.uk) or by Phone on 0141 287 1055.

Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire SK9 5AF

Phone: 0303 123 1113 (local rate) or 01625 545 745 or visit their: [website](https://ico.org.uk/concerns)

Please note if your complaint is not about a data protection matter or concerns the handling of personal information please contact us using the [complaints procedures](https://glasgow.gov.uk/complaints) in place.



1. https://www.gov.scot/publications/coronavirus-covid-19-small-accommodation-providers-support-scheme/ [↑](#footnote-ref-1)
2. https://www.legislation.gov.uk/uksi/1992/2955/schedule/2/made [↑](#footnote-ref-2)