

Covid Additional Relief Fund (CARF) Scheme

Application form for year 1st April 2021 – 31st March 2022

Shared Service of City of Lincoln Council, North Kesteven District Council and West Lindsey District Council

[COVID-19 Additional Relief Fund \(CARF\): local authority guidance - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/covid-19-additional-relief-fund-carf-local-authority-guidance)

Please make sure that you read the statement at Annexe 1, and the guidelines as published on the Council's website before you make an application

Application form amended on 10.5.2022 (2nd round of application forms)

Name of Ratepayer	
Non Domestic Rates Account Number You will find this on your bill	
Please provide the following – If you are self-employed provide the date of birth of the ratepayer, otherwise, either your registered company number or your registered charity number	
Property Address for which you are making this application – please include your postcode.	
Your contact details – Landline Mobile Email	

Please make sure that you read the Subsidy Control Statement at Annexe 1, before you make an application

Nature of your business This should be the primary activity such as 'manufacture of textiles'	
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<p>The property above was occupied for the following periods during the financial year 1st April 2021 to 31st March 22 – please show all periods</p> <p>You may only claim for occupied periods.</p>	
<p>During any periods where this property was unoccupied, please provide details of why this was unoccupied</p>	

Evidence in support of your application

<p>Number of employees</p>	
<p>How many of your employees were placed on furlough</p>	
<p>Were you able to trade online</p>	<p>Yes / No</p>
<p>Reduction in net profit/reduction in business losses for 2021/22 when compared to 2019/20 as a %.</p> <p>These losses should be due to the pandemic</p>	<p>Please provide this as a %</p> <p>Please provide certification from your accountant or legal representative, to confirm these losses if available.</p>
<p>Please provide a figure for the total of any government grants, Covid-19 support grants or other funding you have received in -</p> <p>2019</p> <p>2020</p> <p>2021</p>	
<p>Currently to provide the rate relief as quickly as possible we are asking that you make a self-declaration regarding your business losses and your subsidy payments. However, we will be selecting a proportion of the applicants and requesting evidence to support your application form/s. Please see guidance for the evidence requirements you will be asked to provide. Failure to provide evidence will result in the removal of the rate relief.</p>	
<p>Impact Statement – please provide details to show how the Covid pandemic has affected your business and demonstrate how you have calculated your reduction in turnover.</p>	

1. I understand that, this application form is in respect of Covid 19 Additional Retail Relief for the financial year 2021/22 only and that the value of the award may change or be removed retrospectively if my eligibility changes.
2. I declare that I have read and understood Annexe 1 and that I am fully complying with the subsidy allowance limits.
3. I declare that I have read and understood the CARF guidance notes published on the Council's website, and that my business losses due to the pandemic exceed 20% when comparing the financial years 2021/22 to 2019/20.
4. I declare that I am eligible for this rate relief and my business is not in administration, insolvent or stuck off from Companies House, and
5. I agree to the Council sharing my information with other Local Authorities and Central Government, HMRC to check compliance, and to identify any fraud.
6. I have provided accurate information and agree to provide the supporting evidence with respect to my business losses within 28 days of a written request from the Council. I understand that the Council has a duty to protect the public purse and that if I do not provide sufficient evidence to show that I am eligible, that the Council will remove the rate relief and that the decision of the Council is final.

Signature _____

Position _____

This should be either the registered ratepayer, or the Director/Secretary of the company .

Date –

Please complete and return your form by **30th June 2022** to the address

Revenues.Team@Lincoln.Gov.UK

Or PO Box 1257, Lincoln LN5 5PQ

Please remember that it is a criminal offence to make a false application. If we subsequently become aware that relief should not have been awarded it will be withdrawn and criminal proceedings may be taken.



Annexe 1

The CARF scheme is subject to the subsidies chapter within the UK-EU Trade and Cooperation Agreement (TCA). However, for CARF there is an exemption for subsidies under the value of approximately £2,243,000 per economic actor (broadly speaking, for example, a holding company and its subsidiaries). This allowance comprises 325,000 Special Drawing Rights (at current exchange rates about £343,000) for Small Amounts of Financial Assistance and a further £1,900,000 for COVID-19 related subsidy.

Therefore, to be awarded CARF you must not have claimed over the period 2019/20 to 2021/22 more than £2,243,000 from schemes which fell within the Small Amounts of Financial Assistance or COVID-19 related allowances.

COVID-19 business grants you have received from local government and the 2019/20 Retail Relief should count towards this limit, but you should not count any Extended Retail Discount you have received since 1 April 2020. Further details of subsidy control can be found at:

[Guidance on the UK's international subsidy control commitments - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/on-the-uk-s-international-subsidy-control-commitments)

In your application for CARF you must indicate:

if you have not to date received any subsidy which fell within the Small Amounts of Financial Assistance or COVID-19 related allowances, confirm this in your application, or

if you have received other such subsidies, then you should provide the name and total value of those subsidies.

You must not apply for CARF using this form if you have already exceeded the £2,243,000 allowance. However, we will still consider applications for support under the CARF scheme if you have reached this limit provided you can evidence that you:

Intend to use the support to fund uncovered fixed costs (costs not covered by profits for insurance etc) during the period of COVID-19. Economic actors may claim for up to 70% of their uncovered costs (although this 70% limit does not apply to small businesses with less than 50 employees and less than £9 million turnover where the limit is instead 90%), and

have shown a decline in turnover of at least 30% within the April 2020 to March 2021 period, compared to the same 2019 to 2020 period.

You may claim up to a further £10 million of additional allowance (on top of the £2,243,000) if you meet the above tests and you have not claimed any other support from the additional allowance up to an aggregate £10 million limit (such as from the COVID-19 business grants).

The Government and the Council will not tolerate any business falsifying their records or providing false evidence to gain this discount, including claiming support above these thresholds. A ratepayer who falsely applies for any relief, or provides false information or makes false representation in order to gain relief may be guilty of fraud under the Fraud Act 2006.