

## **Teignbridge District Council – Additional Restrictions Grant Scheme (Third Lockdown): Checklist for Applicants**

Applicants that cannot apply for the ARG scheme using an access code will need to complete an application form in full.

We recommend you collect all of the details below before starting your application.

### Reference Numbers

You will need to input at least one reference number. Some of these will only be applicable for certain types of business.

- Unique Tax Reference Number (you will need to supply a copy of your latest Tax Return if this number is imputed)
- Company Registration Number
- Charity Number
- Business Rates Account Number
- Council Tax Reference Number
- VAT Number

### Payment Details

All applicants will need to input their bank details – these must match with the bank details on your bank statement.

- Bank name
- Bank sort code
- Bank account number

## Supporting Documents

All applicants will need to supply a December 2020 bank statement

- Bank Statement for December 2020

All applicants will need to supply at least one of the following documents from their business:

- Utility bill
- Insurance
- Tenancy/lease agreement

If you are applying as a business that has been 'severely impacted' you will need to include evidence of this. All applicants will need to include at least one of the following:

- Bank Statement for January 2020 or October 2020 showing loss of income compared to January 2021
- Evidence that you supply a sector which was forced to close, such as an invoice from November 2020, December 2020 or January 2021
- Evidence that one of your suppliers was severely affected and this impacted on your ability to trade
- Evidence that you had been severely impacted by a lack of footfall, visitors, guests, participants, etc

## Market Traders

If you are a Newton Abbot Markets trader you will need to work out and input additional information.

- Calculate your average monthly rent
- Upload a copy of an invoice/receipt of rent