

Temporary Town Centre Street Space Fund Application

Please complete all questions within the below application and on completion please submit as a pdf copy and attach any additional appendices to towncentres@barnet.gov.uk. Once received, we will look to process the application form and respond to you as soon as possible with regards to the decision. Please note that if the application is approved, a fee of £100 will be charged to acquire the Pavement License to permit you to trade outdoors within the space until the 30th September 2022.

PART A – BUSINESS/ORGANISATION DETAILS

Applicant Details	
Title	Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Other Title (e.g Rev)
Surname	First names
I am 18 years old or over <input type="checkbox"/> Please check if yes	
Current postal address	
Postcode	
Daytime contact telephone number	
Mobile number	
E-mail address	
Are you aware of any Conflict of Interest? (If Yes, please explain)	

PART B – BUSINESS/ORGANISATION DETAILS

Premises Details	
Business/Organisation Name	
Street Address and Post Code	
Town Centre Premises Located in	
Business/Organisation VAT Registration Number	
What type of business are you?	<input type="checkbox"/> Self Employed/Sole Trader <input type="checkbox"/> Partnership <input type="checkbox"/> Limited Company <input type="checkbox"/> Charity Other. Please state:.....
Is your Business Part of a Franchise Ownership Model or similar?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Business Rates Reference Number for Premises. (If exempt or it is paid by landlord please attach evidence in email)	
Number of FTE employees or equivalent	
Business Telephone Number	

Declaration:

1. I confirm that I am in legal ownership or occupation of the premises I am submitting this application for.

Yes No

2. In accordance with the [definition\(s\) below](#) I can confirm that I am a small or micro business.

To be a small business, under the Companies Act 2006, a business must satisfy two or more of the following requirements in a year:

- Turnover: Not more than £10.2 million
- Balance sheet total: Not more than £5.1 million
- Number of employees: a headcount of staff of less than 50

To be a micro business, under the Companies Act 2006, a business must satisfy two or more of the following requirements:

- Turnover: Not more than £632,000
- Balance sheet total: Not more than £316,000
- Number of employees: a headcount of staff of not more than 10

Yes No

Part C – The Proposal

1. Please provide a photo identifying the location you wish to temporarily occupy within the curtilage of your property. (Please attach image files. (jpeg) when emailing application.)
2. Please explain how you intend to use the street space. Explain the considerations and measures you will take to ensure the use space of the space will remain safe and social distancing compliant.

3. Please identify the Frequency and Proposed Hours of Use of the streetspace.
Please note Barnet only allow street trading between 07:00 and 23:00 at all other times the displays must be removed from the highway.

Select the days of the week you wish to trade (please tick)							
	MON	TUES	WED	THURS	FRI	SAT	SUN
Hours of Use							

4. Please explain the amount and type of additional furniture you will occupy the space with. Please provide Photos or brochures showing for the proposed type of furniture.

Please describe the type and number of furniture used		
Type	Description	Number
Tables		
Chairs		
Stall		
Counter		
Gazebo		
Outside heaters		
Other		

Please attach photos of when submitting application for any proposed Furniture to your submission. (Please attach image files. (jpeg) when emailing application.)

5. Please explain how access to this space will support your business to address operational concerns that have arisen from complying with social distancing.

6. Please set out an outline plan as to how you will maintain the space. This must include a consideration as to maintaining street cleanliness and removal of street furniture etc.

7. Please explain if there is an opportunity to collaborate with a neighbouring business and or organisation to consolidate works and achieve a wider impact for your town centre?

Yes. No.

If **Yes** then please name other business(es)/organisations and indicate whether you have engaged with them and/or aware of them already making an application.

8. Please declare that if successful you will be happy for your contact details to be shared with the Councils Public Health Colleagues and be proactive in signing up, where appropriate, to a Community Toilet Scheme and/or Water Refill programmes to help ensure our town centres are accessible for all. *

Yes *

9. Please declare that if successful you will support the council to integrate the provision of Cycle Stands within the street space identified to improve access to cycle infrastructure in our town centres. *

Yes *

PART D – Declaration

Declaration

Data Matching

Local authorities are responsible for carrying out checks to ensure that payments for the Government's COVID-19 grant scheme are made correctly, and so will undertake checks for the purposes of preventing fraud and money laundering, and to verify your identity. These checks involve the processing of personal data about you, and this can be both before any money is paid and afterwards. The personal data you have provided, has been collected from you, or has been received from third parties will be used to prevent fraud and money laundering, and to verify your identity. This includes the checking of your details against the Cifas National Fraud Database established for the purpose of allowing organisations to record and share data on fraudulent conduct by individuals and organisations. A fair processing notice can be viewed on the business rates webpage where you started this form.

Details of the personal information that will be processed include, for example: name, address, date of birth, contact details, financial information, and business details.

Local authorities and Cifas may also enable law enforcement agencies to access and use your personal data to detect, investigate, and prevent crime.

Local authorities will process your personal data on the basis that it is necessary in the public interest or in exercising official authority to prevent fraud and money laundering, and to verify identity, and to comply with the law. Cifas will process your personal data on the basis that it has a legitimate interest in preventing fraud and money laundering, and to verify identity, in order to help protect the public purse. Cifas has published its assessment of the legitimate interests in relation to the National Fraud Database.

Records of searches will be retained by Cifas only for as long as is necessary to assist local authorities in the prevention of fraud.

Data Protection

The Council will manage the personal information collected on this form in line with the General Data Protection Regulation (GDPR) and the Data Protection Act 2018 for the purposes outlined within our Privacy Notice www.barnet.gov.uk/privacy. Your information may be shared internally and with external partners purely for these purposes and will not be shared with any other organisations unless required to do so by law or for the purposes of prevention and detection of crime and/or fraud. We may contact you using the details you provide, in connection with this form and the information you supply. Your personal information will only be retained for as long as is necessary and you may request a copy of the information we hold about you.

State Aid

Following the outbreak of the Coronavirus, the European Commission has approved schemes to aid businesses affected by the Coronavirus outbreak on the basis of their Temporary Framework, including the COVID-19 Temporary Framework scheme for the UK.

The maximum level of aid that a company may receive is €800 000 (€120 000 per undertaking active in the fishery and aquaculture sector or €100 000 per undertaking active in the primary production of agricultural products). This is across all UK schemes under the terms of the European Commission's Temporary Framework. The Euro equivalent of the Sterling aid amount is calculated using the Commission exchange rate applicable on the date the aid is offered.

Any aid provided under this scheme will be relevant if you wish to apply, or have applied, for any other aid granted on the basis of the European Commission's Temporary Framework. You will need to declare this amount to any other aid awarding body who requests information from you on how much aid you have received. You must retain evidence of state aid for four years after the conclusion of the UK's transition from the EU and produce it on any request from the UK public authorities or the European Commission.

Aid may be granted to undertakings that were not in difficulty (within the meaning of Article 2(18) of the General Block Exemption Regulation) on 31 December 2019, but that faced difficulties or entered in difficulty thereafter as a result of the COVID19 outbreak.

This aid is in addition to any aid that you may have received under the De Minimis regulation allowing aid of up to €200,000 to any one organisation over a three fiscal year period (i.e. your current fiscal year and previous two fiscal years), and any other approved aid you have received under other State aid rules, such as aid granted under the General Block Exemption Regulation.

By ticking the declaration below you are confirming eligibility, in principle, for aid.

Declaration

- (1) The information provided will be used for the purpose of administering the Town Centre Temporary Streetspace fund.
- (2) I can confirm that the information I have supplied is true and correct, to the best of my knowledge.
- (3) I understand that should I provide false information, or make a false statement, I may be liable to prosecution.
- (4) The Local Authority and the Government will review the payments made and have the power to recover any wrongly claimed Grants.

Signed		Print Name	
		Date	

PART E – Pavement Trading Licence Declaration

Declaration

I, the undersigned, understand and agree that:

- (1) No street trading will take place until such time as a Licence has been granted for my premises
- (2) Any damage to the public highway resulting from your trading activities that requires repairs to be carried out by the council, will be charged to, and paid for in full by the permission holder.
- (3) Public liability insurance covering a minimum of £2million shall be in place for the premises. This **Public Liability** Insurance must cover for the period in which I occupy the public highway as required in the conditions.
- (4) I understand that a non-refundable fee of £100 will be submitted following the processing and approval of this application form, which will be in the form of a card payment taken over the phone with a member of the licencing team. This fee will enable you to obtain a pavement license and permit you to trade from the space until the end of September. I also understand that to adhere with the terms of the pavement licence and the standards expected, I will undergo two mandatory training courses around anti-terrorism and CCTV (if appropriate).

I (the applicant) confirm that the above details are correct, and acknowledge that the above must be conducted in accordance with the requirements of the legislative acts and the associated legislation and codes of practice, together with any other conditions imposed by the London Borough of Barnet.

Signed		Print Name	
		Date	