

## Restart grants checklist

You will require the following information in order to complete the online application form:

What you need	Details
Business Rates account reference number	This is the 8-digit number beginning with a 4 or an N found on your Richmondshire District Council Business Rates/NNDR bill.
Applicant details	We need your details as the applicant including your contact details to update you on the outcome of the application, and should we need to contact you for additional information. For sole traders/partnerships, this should be the details of the sole trader/partnership. For Companies, this should be the nominated representative with authorisation to submit on behalf of the business.
Business details	These include: your business name; type of business; and relevant business-related unique identification number. If you have a company registration number through Companies House, you must use this. Otherwise, charities should use the charity registration number, and sole traders can use their self-assessment or partnership number, or national insurance number. If your property does not have a business name (such as a self-catering holiday let operated by a sole trader or partnership), you can either use your name or the name of the property.
Bank details	We will need to know the Bank/Building Society's name, your account name, sort code and account number. In most instances, this is your business bank account, though we will pay to personal accounts where they are used for business purposes. Please ensure you double check these are submitted correctly as this will delay your grant payment.
Supporting documentation: Full bank statement and utility bill	You need to upload a full bank statement, which must be dated within the last 3 months: this must include your address, sort code, account number and account name. Your bank details will need to match the business rates account holder for the property you are applying for. We also require a recent utility bill which includes the business property address relating to the grant application, dated within the last 3 months. Failure to provide this may delay grant payment. Make sure these are clear, legible, and contains all the information required. If you have already submitted this information to us in an earlier grant, within the 3-month timescale, please provide the 6-digit reference of the grant claim and you will not need to submit this information again.
Subsidy allowance information	You will need to declare to us how much grant funding, your business has received within the last 3 financial years – this includes any COVID-19 grant schemes. This is known as Subsidy Allowance (formerly State Aid). You may need to check your bank statements for this. You will not be able to contact us to request this information. If however you provide us with the 6 digit reference numbers in respect of each COVID-19 grant that we have already paid to you then we access this information ourselves.