

CORONAVIRUS BUSINESS FAQs

Business Grants

Q: How do I apply for a business grant?

A: The easiest and most efficient way to apply for a grant is by completing this [online form](#)

However, applications will also be accepted by post and these have been sent to all potential qualifying properties.

Q: Does my business qualify for a grant?

A: [This flowchart](#) identifies those properties that are likely to be eligible for a grant. Please note this grant only applies if you are in a rateable business premise for which you occupy and was shown in the rating list on the 20th March 2020.

Q: When and how will I receive my funding?

A: The grant will be issued via BACS. Whilst the Council is unable to confirm the timeframe, it will be issued as soon as possible.

Q: What businesses are considered within the Retail, Leisure and Hospitality industries?

A: See the [Welsh Government guidance for comprehensive list](#) Please note, this applies to Non-Domestic Rates Business Relief for the financial year 2020/21.

Q: I don't use a business bank account; will this affect my eligibility?

A: No, however the Council will verify the bank account name of any individual claiming a grant against the business rates liability held on the Non-Domestic rates system.

Q: I have multiple units, what do I do? I can submit one form per unit but only apply for 2 businesses per local authority area?

A: If the rateable value is £12,000 or less then Small Business Rates Relief (SBRR) is restricted to 2 properties in each Local Authority area. In order to qualify for the grant then the business must be in receipt of SBRR, and as such a maximum of two applications can be submitted. If the rateable value is over £12,000 there is no limit on the number of applications that can be submitted.

Q: My rent includes my utilities; therefore, I don't have a utility bill for the property?

A: **The Council is not generally asking for utility bills. Where it cannot be identified through the Council's records that a ratepayer is entitled to a grant, then further evidence will be required. It will be for the business to supply the necessary information to the Council in order to determine their eligibility for the grant.**

Q: As an owner occupier of a business, what do we need to provide as we don't have a lease on premises that we own?

A: **The owner occupier must already have been liable to pay business rates on an occupied property as at 20th March 2020 and would therefore be in receipt of a business rates bill. As a result, an application form can be submitted as usual. If the premises is recorded as unoccupied as at 20th March 2020, then the grant will not be applicable.**

Q: Can I submit evidence as a clear attached photograph rather than original scanned documents if I don't have access to a scanner?

A: **Yes, however please ensure that the photograph is clear before uploading.**

Q: I have accidentally submitted incorrect details/wish to make amendments to my application; who should I contact?

A: **An email should be sent to businessgrants@valeofglamorgan.gov.uk with any correction. The application reference should be quoted in the email subject.**

Q: How will I know that my application has been submitted/received?

A: **An application reference number is sent when the application has been received. This should be retained by the business should they need to contact the Council regarding the application.**

Q: I have submitted my application; do I need to do anything else?

A: **As long as the business has completed the application form and attached a bank statement, then nothing further is required. If the business has not previously informed the business rates department of their occupation of the premises and has not received a business rates bill, then the Council will respond to their application and request additional evidence to determine if they are eligible.**

Q: I have submitted an application but didn't receive a reference number, what should I do?

A: Once the business has submitted their application, they will be redirected to a page thanking them where a confirmation reference number will be provided. If the business has not received this then they should resubmit their application.

Q: Will I be notified if my application was successful? If so, when and how?

A: Where an application is successful, the grant will be paid directly into the ratepayer's bank account and a remittance advice will be sent shortly afterwards by post confirming the amount of grant paid. Where an application is unsuccessful or where further information is required then the Council will contact the ratepayer.

Q: I have recently taken on a new premises and business rates, am I still eligible? When is the cut-off date for eligibility?

A: Both grant schemes will only apply to occupied properties that were on the NDR rating list on 20th March 2020. An application should be submitted for the grant.

If the new occupier has not previously informed the business rates department of their occupation and as a result have not received a business rates bill, then an application should be submitted in the normal way. It is likely that the Council will then request additional evidence to determine whether the grant is applicable or not.

Q: My landlord pays the business rates on my behalf, am I still eligible for the grant?

A: In order to qualify, the party concerned must be in occupation of the premises and shown as the liable ratepayer on the Council's records. If the applicant is the liable ratepayer but the business rates are being paid by a third party, then you should still be eligible for a grant.

Q: I receive Small Business Rates Relief, am I still eligible for the £10K grant?

A: Yes, all occupiers in receipt of Small Business Rates relief will be eligible for the grant.

Q: I receive Small Business Rates Relief; do I need to register my business with the Valuation Office or local authority, so they know that I am trading?

A: If an occupier is in receipt of small business rates relief this means that they are already registered for business rates and as such do not need to register.

Q: What help is there for businesses who lease out office/unit space who are losing rental income? Do we still have to pay rates for units that have become unoccupied/vacant?

A: The usual empty business rates will apply (3 months empty rate exemption or 6 months exemption for industrial units) following which, full 100% empty rates will be payable. This must be claimed in writing at the time that the premise becomes unoccupied (email nndr@valeofglamorgan.gov.uk).