

Appendix 1 Discretionary Relief Policy for Top-Up Business Grants

This policy is aimed at supporting the intentions of the Government's response to the Covid crisis and also supports the aims of the Council in supporting the local economy.

a) The Grants paid will be at a level of:

£5,000 for qualifying small businesses within the criteria of this scheme;
£5,000 for qualifying micro businesses within the criteria of this scheme which has 5 or more employees including the owner of the business;
£5,000 for any qualifying business within the criteria of this scheme that has been established within the Epping Forest District area for more than 20 years;
£2,500 for qualifying micro businesses that have less than 5 employees including the owner of the business.

b) The business must have been trading from the business premises on 11th March 2020.

Beneficiaries of the Scheme

1 These grants are primarily and predominantly aimed at:

- **Small and micro businesses**, as defined in Section 33 Part 2 of the Small Business, Enterprise and Employment Act 2015 and the Companies Act 2006.
- Businesses with relatively **high ongoing fixed property-related costs**
- Businesses which can demonstrate that they have suffered a **significant fall in income due to the COVID-19 crisis**
- Businesses which **occupy** property, or part of a property, with a **rateable value or annual rent or annual mortgage payments below £51,000**.

2 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

3 To be **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

4. The following types of businesses are prioritised for grants from within this funding pot:

- **Small businesses in shared offices or other flexible workspaces**. Examples could include units in industrial parks, science parks and incubators which do not have their own business rates assessment;
- **Regular market traders with fixed property costs**, such as rent, who do not have their own business rates assessment;
- **Bed & Breakfasts** which pay Council Tax instead of business rates; and
- **Charity properties** in receipt of charitable business rates relief which would otherwise have been eligible for Small Business Rates Relief or Rural Rate Relief.

5 The Council also wishes to support the following types of business within this policy that fulfil the above criteria:

- a) Events, hospitality or leisure businesses that require premises for storage of goods or equipment and the occupying business has not received a Business Grant relating to another business property;
- b) Properties not described as 'shop and premises' or similar within the rating list but undertake retail sales open to the public at the premises.
- c) Business operating in an incubation environment and who are the ratepayer of the premises.
- d) Businesses involved in manufacture for retail.

Those not eligible for the Grant payments

6 This grant funding is for businesses that are not eligible for other support schemes. Businesses which have received cash grants from any central government COVID-related scheme are ineligible for funding from the Discretionary Grants Fund. Such grant schemes include but are not limited to:

- Small Business Grant Fund
- Retail, Hospitality and Leisure Grant
- The Fisheries Response Fund
- Domestic Seafood Supply Scheme (DSSS).
- The Zoos Support Fund
- The Dairy Hardship Fund

Businesses who have applied for the Coronavirus Job Retention Scheme are eligible to apply for this scheme.

Companies that are in administration, are insolvent or where a striking-off notice has been made are not eligible for funding under this scheme.

Application Process

7 Businesses may apply for the Grant payments using the form available on the Council's website (insert link). The Council may undertake proportionate pre-payment checks to confirm eligibility to the scheme. By accepting payments recipients of the Grant confirm that by doing so they are in compliance with State Aid rules. Applications for this policy will close on 12th July 2020.