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**CORONAVIRUS TENANT SUPPORT APPLICATION FORM**

**All applications must be received no later than Friday 28th August 2020.**

**Section 1: Eligibility Checker**

To help us assess if rental assistance is available to your organisation, please tick the box/boxes for those statements which apply to your current circumstances:

Top of Form

I/We have been a tenant of CPGI on or before 23rd March 2020.

My/our need is directly as a result of the impact of COVID-19 and Scotland’s national precautionary measures.

I/we have/are applying for funding from the Scottish Government or another body – see Appendix 1.

Your property is **NOT** one of the following listed property types.

|  |  |  |  |
| --- | --- | --- | --- |
| Advertising  Anemometer Mast  ATM Site  Boathouse  Bothy  Burial Ground  Cable  Car Park  Car Space  Caravan  Castle  Chemist  Common Room  Coup  Deer Forest | Display Area  Electricity  Fishing Hut  Fuel Tank  Gallop  Game Larder  Grazings  Ground  Hangar  Heliport  Holiday Hut  Hut  Jetty  Land  Lighthouse | Lock-Up  Mast  Monitoring Site  Oil Tank  Parking Bay  Peat Moss  Petrol Station  Pier  Pigeon Loft  Public Toilet  Quarry  Sand & Gravel  Self Catering  Shootings  Site  Site Huts | Slipway  Supermarket  Taxi Rank  Telecommunications  Time Share Units  Traffic Monitoring  Waste  Waste Water Treatment  Water  Weighbridge  Wind turbine  Yard |

The business operates in a premises in the community, retail, hospitality, and leisure sectors that is currently in one of the following:

|  |  |  |  |
| --- | --- | --- | --- |
| Amusements  Animal Welfare  Arts Centre  Auction Mart  Bakery  Bed & Breakfast Accommodation  Bingo Hall  Bowling Alley  Bowling Club  Cafe  Camping Site  Car Wash  Caravan Site  Chalet  Cinema  Clinic  Club  Community Centre  Cricket Club  Depot | Entertainment Centre  Exhibition Venue  Football Ground  Funeral Parlour  Gallery  Garden  Garden Centre  Golf Club  Golf Driving Range  Guest House  Hall  Harbour  Hostel  Hotel  Ice Rink  Kiosk  Laundry  Leisure Centre  Market  Military Facility | Museum  Office  Outdoor Centre  Park  Petrol Filling Station  Play Centre  Playing Field  Post Office  Public House  Race Track  Racecourse  Recreation Ground Restaurant  Retail Warehouse  Riding School  Sailing Club  Shooting Range  Shop  Showhouse | Showroom  Ski Club Snack Bar  Snooker Club  Sports Centre  Sports Ground  Squash Club  Stable  Stadium  Sui Generis  Swimming Pool  Tennis Club  Theatre  Visitor Centre  Warehouse  Workshop  Youth Hostel |

**Section 2: About Your Business**

Please complete the following questions adding as much detail as possible and continue in the additional text box at Appendix 2 if necessary.

|  |  |  |
| --- | --- | --- |
| **No.** | **Question** | **Answer** |
| Q1 | Tenant Name |  |
| Q2 | Property Address |  |
| Q3 | Number of full/part time employees |  |
| Q4 | Nature of business |  |
| Q5 | Business structure - (for example - sole trader, partnership, limited company etc.) |  |
| Q6 | Reason for request |  |
| Q7 | Current trading position (e.g. continue to trade, ceased trading for interim period, ceased trading indefinitely, continue to trade but likely to cease for an interim period). |  |
| Q8 | What Commercial Insurance Policies do you have and do they cover business interruption as a result of Covid-19. (detail communication with insurer) |  |
| Q9 | Level and duration of assistance required (e.g. 1 month rental deferment) |  |
| Q10 | Have you contacted Business Gateway? If yes, who has been your primary contact and what assistance have you received to date? |  |
| Q11 | Have you applied for assistance via the Scottish Business Support Fund? If yes, what funding/assistance have you received? |  |
| Q12 | Have you applied to the Coronavirus Business Interruption Loan Scheme? If yes, what funding/assistance have you received? |  |
| Q13 | Have you applied to the Coronavirus Job Retention Scheme? If yes, what funding/assistance have you received? |  |
| Q14 | Have you applied for any other funding support packages? |  |
| Q15 | Please provide any supporting information to assist in our assessment of your application (e.g. 3 years accounts, 12 month projections). |  |
| Q16 | Additional support may be available if you extend your current lease agreement. Would you consider doing this? (If so, how many years would you suggest?) |  |

**Section 3: Contact Details**

Please provide the full name and contact details for the individual to whom any queries relating to this application should be directed.

|  |  |
| --- | --- |
| First and last name |  |
| Job Title |  |
| E-mail |  |
| Tel/Mob. No. |  |
| Correspondence address (if different from address given above) |  |

**Section 4: Terms and Conditions**

Please read each statement, complete all checkboxes and ensure that you have signed and dated the form.

|  |  |  |
| --- | --- | --- |
|  | |  |
| (a) I am authorised to make the application on behalf of the above business. | |  |
| (b) I understand that any offer of support may require to be declared to HMRC, as appropriate. | |  |
| (d) I confirm that I have considered the impact that any assistance from CPGI may have on any insurance claim I may have made or be making. | |  |
| (e) I certify that the information provided in this application is correct and understand that if any information provided is later found to be false, criminal proceedings might be instigated. | |  |
| Name (please print) |  | |
| Position |  | |
| Signature |  | |
| Date |  | |

**Section 5: Privacy Notice**

**Who we are:**

City Property Glasgow (Investments) LLP, a Limited Liability Partnership registered in Scotland (Registration Number SO302466). Its head office is at 229 George Street, Glasgow G1 1QU. You can contact the Council family’s Data Protection Officer by post at: City Chambers, George Square, Glasgow G2 1DU or by email at: dataprotection@glasgow.gov.uk and by telephone on 0141 287 1055.

**Why do we need your personal information and what do we do with it?**

You are giving us your personal information to allow us to process your application form and to assess whether you/your business is eligible for the support package (rental deferment). We also use your information to verify your identity where required, contact you by post, email or telephone and to maintain our records.

**Legal basis for using your information:**

You can find more details about City Property Glasgow (Investments) LLP on our website at [www.citypropertyglasgow.co.uk](http://www.citypropertyglasgow.co.uk). The Legal basis for processing your personal information is that it is necessary for the performance of a contract with you (or to take steps to enter into a contract with you).

**Who do we share your information with?**

We will check the information you have provided for accuracy and in the detection or prevention of fraud. This may involve data matching exercises where we compare different sets of data which we hold for unusual matches or discrepancies; this may also include matching data with external data sources such as information held by credit reference agencies. We will also generally comply with requests for specific information from regulatory and law enforcement bodies where this is necessary and proportionate.  Information is also analysed internally in order to provide management information, inform service delivery reform and similar purposes.

The main organisations we share information with are as follows:

•            The Glasgow City Council Family

•            Our external agents (Graham & Sibbald, Rettie & Co.)

• Utility Companies

• Zurich Insurance

• Trading Standards

• Credit Reference Agencies

•            Police Scotland and other criminal investigations agencies

•            Department of Work and Pensions

•            HMRC

•            Scottish Public Services Ombudsman

•            The UK Information Commissioner

**How long do we keep your information for?**

We only keep your personal information for the minimum period amount of time necessary. Sometimes this time period is set out in the law, but in most cases it is based on the business need. We maintain a records retention and disposal schedule which sets out how long we hold different types of information for. You can view this on our website at [www.citypropertyglasgow.co.uk](http://www.citypropertyglasgow.co.uk) or you can request a hard copy from the contact address stated above.

**Your rights under data protection law:**

* **access to your information** – you have the right to request a copy of the personal information that we hold about you.
* **correcting your information**– we want to make sure that your personal information is accurate, complete and up to date. Therefore you may ask us to correct any personal information about you that you believe does not meet these standards.
* **Deletion of your information** *–* you have the right to ask us to delete personal information about you where:

1. you think that we no longer need to hold the information for the purposes for which it was originally obtained
2. you have a genuine objection to our use of your personal information – see *Objecting to how we may use your information* below
3. our use of your personal information is contrary to law or our other legal obligations.

**Objecting to how we may use your information** - You have the right at any time to tell us to stop using your personal information for direct marketing purposes.

**Restricting how we may use your information**– in some cases, you may ask us to restrict how we use your personal information. This right might apply, for example, where we are checking the accuracy of personal information that we hold about you or we are assessing the objection you have made to our use of your information. This right might also apply if we no longer have a basis for using your personal information but you don't want us to delete the data. Where this right is realistically applied will mean that we may only use the relevant personal information with your consent, for legal claims or where there are other public interest grounds to do so.

Please contact us as stated above if you wish to exercise any of these rights.

**Information you have given us about other people:**

If you have provided anyone else’s details please make sure that you have told them that you have given their information to City Property Glasgow (Investments) LLP.

**Complaints:**

We aim to directly resolve all complaints about how we handle personal information. If your complaint is about how we have handled your personal information, you can contact the Council’s Data Protection Officer by email at [dataprotection@glasgow.gov.uk](mailto:dataprotection@glasgow.gov.uk) or by telephone on 0141 287 1055.

However, you also have the right to lodge a complaint about data protection matters with the Information Commissioner's Office, who can be contacted by post at: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF. By phone on 0303 123 1113 (local rate) or 01625 545 745. Visit their website for more information at- <https://ico.org.uk/concerns>

If your complaint is not about a data protection matter you can find details on how to make a complaint on our website at [www.citypropertyglasgow.co.uk](http://www.citypropertyglasgow.co.uk).

**APPENDIX 1**

**BUSINESS SUPPORT INFORMATION**

* Business Glasgow Advice

<https://www.business-glasgow.co.uk/About/HowWeCanHelp>

* Covid-19 Scottish Business Support Information –

<https://www.business-glasgow.co.uk/News/covid-19-scottish-business-support-information>

* Scottish Government Business Advice -

<https://findbusinesssupport.gov.scot/coronavirus-advice>

* **UK Self-employment Income Support Scheme -** <https://www.gov.uk/guidance/claim-a-grant-through-the-coronavirus-covid-19-self-employment-income-support-scheme>
* **Support for creative professionals and organisations**

[Creative Scotland Bridging Bursary Fund](https://www.creativescotland.com/funding/funding-programmes/bridging-bursary)

[Screen Scotland Bridging Bursary Fund](https://www.screen.scot/bridging-bursary-programme)

[Open Fund: Sustaining Creative Development](https://www.creativescotland.com/funding/funding-programmes/open-fund-sustaining-creative-development)

**APPENDIX 2**

**Additional Information.**

|  |  |
| --- | --- |
| **Question No.** | **Answer** |
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