

Required forms of evidence

All applications must include a recent business bank statement issued within the last three months.

To support your application, we also recommend being prepared to provide a small selection of documents from the following list:

- Banking documentation, including statements with clearly labelled trade transactions
- Business invoices
- Business rates documentation
- Commercial leases or rental agreements
- Evidence of participation in Government Covid-19 support schemes such as Furlough, Bounceback Loans, Kickstart scheme placements etc.
- HMRC documentation, including self-assessment tax returns, company accounts, VAT records, company registration data, payroll records
- Utility bills in the name of the business that relate to their commercial premises (only if you are applying as a registered organisation)
- Business bank setup documentation (if applying as a start-up)
- Company formation documentation (if applying as a start-up)
- Self-Assessment registration evidence (if applying as a start-up)

Sector evidence

For the sector hardship application, you'll also need to provide evidence that you operate in one of the eligible sectors. Evidence provided must clearly show the business name and offer proof that you operate in the chosen sector. Evidence provided should be from the last 12 months.

Bank statements must include clearly labelled trade transactions (please redact sensitive information before upload and highlight relevant transactions. You may include an explanatory document if required).

Other acceptable forms of evidence include:

- Accounting documentation related to sector
- Copies of promotional materials including flyers, screenshots of web pages or social media ads
- Customer / Supplier invoices
- Companies House documentation
- Copies of price lists
- Screenshots of online reviews inc. Tripadvisor, Google, Facebook
- Website screenshots

Information on Acceptable Evidence

- Please clearly name your evidence before uploading: *i.e. name documents as “Happy Hair November Bank Statement”, or “Happy Hair Supplier Invoice”.*
- All evidence provided should demonstrate a clear link to the business that you are applying on behalf of.
- We cannot accept evidence that does not demonstrate a clear link to your business.
- We cannot accept bank statements uploaded as Excel documents.
- Evidence should clearly demonstrate the link of your business to the district.
- If your business operates from a trading address that differs from its registered address, or alternative correspondence addresses are shown within evidence, please ensure the reason for this is clearly explained within your application, and that corroborating evidence is also provided.
- The purpose of the application is for the applicant to prove their eligibility for the scheme by providing relevant evidence. Where sufficient evidence is not provided, applications may be rejected.