
Elmbridge Start Up Fund

Application form

The information provided in this form will be used for the purpose of processing an application for the Elmbridge Start Up Fund and assessing the suitability of the proposed project. For more information about the scheme and how to apply, please read the guidance notes, which are available at elmbridge.gov.uk/business/support-for-businesses/start-up-fund/.

1. Business/organisation name

2. Applicant's name

3. Telephone/email

4. Where did you find out about this scheme?

5. Address of business

6. What is the nature of your business?

Business trading start date
(or projected)

How would this funding help start your business?

7. How much in total is being sought from the Elmbridge Start Up Fund?
(please note that funding is up to £1,000)

Please submit three quotes for each item applied for with your application.



8. Does any person connected with this application have any relationship with any councillor or officer of Elmbridge Borough Council? If yes, supply details

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9. If you are seeking improvements to a property do you

Own the premises?	Yes/No
Rent the premises?	Yes/No
Lease the premises?	Yes/No
When will the lease/freehold run out?	
Other – please explain	

You will need to include the landlord's written consent for improvements or change of use of property.

10. Do you pay business rates on this property? If yes, provide business rates account number

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11. Do you have planning permission/building control regulations to undertake this work?

If yes, please quote reference

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Please ensure you provide a business plan or proposal as part of your application. Your plan should include a 12-month financial forecast and an environmental sustainability section.

12. Declaration

When you have complete the application, please sign this declaration and return the completed form as directed in the cover sheet.

Name

Position

To the best of my knowledge the information I have provided on this application form is correct. If Elmbridge Start Ups Fund agrees to make a grant, this will be used exclusively for the purposes described and we agree to acknowledge Elmbridge Borough Council's support in all initiatives/ literature and permanent fixtures.

I agree to inform the Elmbridge Start Ups Fund co-ordinator if I receive funding towards this project from other organisations and failure to do so may affect my application.

Privacy Notice: By signing this form the applicant agrees to Elmbridge checking business rate accounts, licensing and planning history; the information on the form being stored in the Elmbridge Start Ups Fund manual filing system and summarised in the Council's Information, Communication and Technology (ICT) system for the sole purpose of grant processing, analysis and accounting. Information about the project may be publicised on the Council website and in public material for publicity purposes and to increase awareness about the Elmbridge Start Ups Fund. Personal Information will not be disclosed without the prior agreement of those concerned, unless required by law. For further information on the Council's privacy policy, please see elmbridge.gov.uk/privacy-notice/

Signed

Date

