

Covid-19 emergency support for business tenants

Application for rent deferment

Guidance

1 West Lothian Council's support for our business tenants

West Lothian Council understands the serious challenges that many businesses are currently facing as a result of the Covid-19 emergency and in our capacity as a commercial landlord we are committed to supporting our business tenants and the local economy where it is possible for us to do so.

On 26 May 2020, the Council Executive agreed to provide support by offering eligible tenants of our commercial property portfolio the option of deferring rental payments that were due for the period 1 April to 30 June 2020 on the following terms:

- The total amount of the deferred rent cannot exceed £10,000 or 25% of the annual rent.
- The deferred rent must be repaid in full by equal monthly instalments by no later than 31 October 2021.
- The first monthly repayment must be made on 1 October 2020.

2 Who is eligible to apply for a rent deferment?

In order to qualify for a rent deferment, you must satisfy all of the following criteria:

- You must have been a council business tenant on or before 23 March 2020.
- Your business must have been required to close due to the COVID-19 emergency or you must be able to demonstrate a significant decline in your trading position.
- You must be able to demonstrate that you have exhausted other means of emergency financial support that is currently available nationally.
- You must not have been in breach of your lease terms as at 23 March 2020.
- You must be a small to medium size enterprise with less than 250 employees and an annual turnover of less than £50 million.

3 How to apply

Business tenants wishing to apply for a rent deferral should complete the following application form in full and email the completed form to PropertyManagement@westlothian.gov.uk.

Officers will endeavour to process completed application forms within ten working days.

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Section 1 Tenant details

Business Name:	<input type="text"/>	Contact Telephone No:	<input type="text"/>
Contact Name:	<input type="text"/>	Contact Email Address:	<input type="text"/>
Position (e.g. Owner / Director):	<input type="text"/>		

Please provide details of your business activities (e.g. joinery business):

What is the legal status of your business?

Sole Proprietor	<input type="checkbox"/>	Non-profit making body	<input type="checkbox"/>
Partnership	<input type="checkbox"/>	Other	<input type="checkbox"/>
Company	<input type="checkbox"/>		

If Other, please provide details:

How many people did your business employ as at 23 March 2020 (the date upon which the national lockdown was announced)?

What was the stated net annual turnover of your business in your most recently completed annual accounts?

Section 2 Business Premises

Please confirm the address of the business premises that you lease from West Lothian Council:

Please confirm what you use these premises for (e.g. retail premises, workshop, storage):

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Section 3 Impact of the Covid-19 emergency on your business

Was your business required to close as a result of the national lockdown that was announced by the Scottish Government on 23 March 2020?

Yes No

If yes, please confirm the date upon which your business ceased trading:

Were you able to continue trading in an alternative or reduced capacity despite the lockdown (e.g. via online activities)?

Yes No

If yes, please provide details:

Has your business subsequently reopened? Yes No

If yes, please confirm the date it reopened:

Please provide details here of how the Covid-19 emergency has impacted upon your business.

Your answer should include information on the following:

- Details of how your business has been affected to date.
- A comparison of income generated during the period 1 April 2019 – 30 June 2019 against income generated during the period 1 April 2020 – 30 June 2020.
- Details of any fixed costs that you remain liable for despite any reduction in income.
- A brief summary of your anticipated trading position over the next 18 months, including any projected cashflow difficulties.

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Section 4 Other Sources Of Financial Support

Have you applied for support to any of the following national emergency business support funds?

Small Business Grant Fund

Yes No

Retail Hospitality and Leisure Grant Fund

Yes No

Business Rates Relief Scheme

Yes No

VAT Deferment Provision

Yes No

Covid-19 Business Interruption Loans

Yes No

If you answered yes to any of the above, please provide details of all the financial support you have received to date through these funds:

If you are self-employed, have you been granted financial support via the Self-Employed Income Support Scheme?

Yes No

If you employ staff, have you been granted financial support via the Covid-19 Job Retention Scheme (Furlough)?

Yes No

Please provide details of any other emergency financial support you have secured that has not already been mentioned:

Section 5 Rent deferment period

- The Council Executive has agreed that eligible tenants can apply for rent deferments for any or all of their rent that was due for the period 1 April to 30 June 2020.
- The total amount of the deferred rent cannot exceed £10,000 or 25% of the annual rent.
- The deferred rent must be repaid in full by via equal monthly instalments by no later than 31 October 2021.
- The first repayment must be made on 1 October 2020.

Please provide details here of the rental deferment that you wish to apply for (e.g. "I would like to defer my April and May rent payments and repay them in full via equal monthly instalments by 31 December 2020).

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Section 6 Any other relevant information

Please use this space to provide any additional information that you consider is relevant to your application for the deferment of your business rent:

Declarations:

- I confirm that I am authorised to make this application on behalf the business named in Section 1 of this form.
- If requested to do so, I agree to provide West Lothian Council with any additional information and/ or documentation necessary to validate or support this application.
- I declare that the information provided in this application is true and accurate and I understand that any information that is subsequently shown to be knowingly false or fraudulent will result in this application being rejected and may result in criminal proceedings being taken.
- I understand that any of the information contained in this application form or subsequently obtained in connection with this application may be shared with other service areas within West Lothian Council, with other local authorities and / or other public bodies and that in signing this application form I give consent for that information to be shared.
- West Lothian Council is committed to the prevention and detection of crime. Any information you provide on this application form may be shared with the Police Service of Scotland for the purposes of the prevention or detection of crime, in accordance with the provisions of the Data Protection Act 1998, section 29.

Tick this box to confirm that you have read the declarations above:

Date: