



# Town Centres Business Growth Programme

## Application Form – Town Centres Loan Scheme

Please complete all sections of this form and supply the relevant supporting information listed on the final page. Trafford Council reserves the right to undertake any relevant financial checks as part of the application process.

### Applicant's Details

1. Name:

2. Home Address:

3. Telephone:

4. Email:

### Business Details

5. Business Name:

6. How many outlets does the business currently have?

7. Are you : Limited Company  Sole Trader  Partnership  Other (Specify): \_\_\_\_\_

8. If Limited Company or Charity please quote registered number: \_\_\_\_\_

9. Are you VAT registered? Yes / No                      If yes is it paid up to date? Yes / No

### Property Details

10. Proposed  
Business Address:

11. Owner or tenant  
(please tick a box)      Owner                       Tenant

12. If tenant, has the landlord provided written  
approval for the project? (please tick a box)      Yes                       No

13. If tenant, what is the name and address of  
the landlord?

**Other Details**

14. Do you have any outstanding debts to Trafford Council? If yes please supply details.

Yes  No

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15. Do you have any previous convictions, County Court Judgements or have you been declared bankrupt? If yes please supply details (nature, dates)

Yes  No

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**The proposals**

16. What goods or service will the business offer?

17. What experience do you have of running this or any other business or what knowledge do you have of the sector?

18. Please briefly describe the proposed works.

19. What statutory permissions are required for the proposed business use/premises (including Planning, Building Regulations, Food Premises Registration)? Please confirm if these are already in place.

20. Why have you chosen to locate your business in the town centre? Have you established the demand for the goods or services? (e.g. market research, quantified market testing, size of market, potential, competition). Please attach a copy of this.

21. How will you market the business? (e.g. methods, catchment, target market)

22. Please describe how your business will improve the town centre offer and increase footfall in the town centre.

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23. Please detail the existing assets owned by the business (e.g. land, property, stock, finance, other)

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24. What is your expected start date for the works?	/ /
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25. What is your expected completion date for the works?	/ /
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26. How many full time jobs will be created at this location?	
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27. How many part time jobs will be created at this location?	
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**Financial Information**

28. Please list any other financial commitments you have (both personal and business, e.g. mortgages, loans, current debts, overdrafts etc.)?		<b>Amount</b>
		£
		£

29. Please itemise the initial cost estimates for the works (must be at least 50% of the total funding requested).  Supply separate sheets if necessary.		£
		£
		£
	Total	£

30. Please itemise the initial cost estimates for any overheads to be funded as part of this application.  Supply separate sheets if necessary.	Rent	£
	Rates	£
	Utilities	£
	Overheads costs	£
	Total	£
31. What is the loan amount requested?	£	
32. What other funding has been secured (including applicant's contribution)?	Source	Amount
		£
		£
		£
	TOTAL	£
33. Personal Bank Account:  Name/Address:   Account Number:  Sort Code:	Business Bank Account (if in place):  Name/Address:   Account Number:  Sort Code:	

34. Enclosed Documents (all applicable supporting documentation must be supplied for the an approval to be granted )

- 1) Signed lease agreement or title for premises and written agreement from the owner of the property for consent to the proposed works (may follow later).
- 2) Quote(s) for all elements of the works / evidence of costs.
- 3) Evidence of available funds to pay for applicant’s contribution to the total cost of the works (match funding) including signed confirmation letters, if applicable.
- 4) Bank statements (3 months).
- 5) Names and addresses of each of the directors (if not sole trader).
- 6) Experian or Equifax Credit Report for each of directors, or individual if sole trader.
- 7) 3 year cashflow forecast (explain any assumptions used).

Note: Financial information is needed to assess the credit worthiness of the applicant. The information will be reviewed by Trafford Council’s Finance Team and may be shared with assessment panel members, in confidence.

**35. Please read the declaration carefully before you sign and date it:**

I understand the following:

- If I give information that is incorrect or incomplete, Trafford Council may immediately seek recovery in full of any loan money paid within 28 days of written notice being provided to me.
- Trafford Council may check the information supplied with other sources.
- I must let Trafford Council know at least 2 months in advance of vacating the premises if the loan has not been repaid in full and arrange for any outstanding debts to be repaid.
- The Council will use discretion in determining my eligibility for a loan and the decision of the Council is final.
- I have read and understood the guidance notes and questions in this form.
- I declare the information I have given in this form is correct and complete.

<b>Applicant Signature:</b>		<b>Date Signed:</b>	
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Please send your completed application and enclosures to:

**Trafford Town Centres Loan Fund, Strategic Growth, Trafford Council, Trafford Town Hall, Talbot Road, Stretford, M32 0TH**