

Town Centre Windows Competition Application Form

Please complete all questions below. Upon completion please submit this form with any additional appendices to towncentres@barnet.gov.uk with the subject header 'Town Centre Windows Competition'.

PART A – Applicant Details

| Applicant Details | | | |
|--|------------------------------|-------------------------------|-----------------------------|
| Mr <input type="checkbox"/> | Mrs <input type="checkbox"/> | Miss <input type="checkbox"/> | Ms <input type="checkbox"/> |
| Other Title | | | |
| Surname | | First name | |
| I am 18 years old or over <input type="checkbox"/> Please check if yes | | | |
| Contact telephone number | | | |
| E-mail address | | | |
| How did you hear about the Town Centre Windows Competition? | | | |
| If you have discussed your competition application with any of council staff, please tell us their name (or names), if you know, and the team they work in | | | |

PART B – Business/Organisation Details

| Premises Details | |
|---|--|
| Business/Organisation Name | |
| Street Address and Post Code | |
| Town Centre in which located | |
| Business/Organisation Premises Telephone Number | |
| Business/Organisation Registration Number | |
| What type of business/organisation are you? | <input type="checkbox"/> Self Employed/Sole Trader <input type="checkbox"/> Partnership <input type="checkbox"/> Limited Company <input type="checkbox"/> Charity Other, please state: |
| Business Rates Reference Number for Premises. (If exempt or it is paid by landlord please provide evidence) | |
| How long have you occupied the premises? | |
| How long is your lease agreement? (Please provide evidence) | |
| Number of Full-Time Equivalent staff members employed at this location | |

Declarations:

1. I confirm that I am in legal ownership or occupation of the premises for which I am submitting this application.

Yes

No

2. In accordance with the definition below, I confirm that I am either a small or micro business.

Yes

No

Definition of small and micro business

To be a small business, under the Companies Act 2006, a business must satisfy two or more of the following requirements in a year:

- *Turnover: Not more than £10.2 million*
- *Balance sheet total: Not more than £5.1 million*
- *Number of employees: a headcount of staff of less than 50*

To be a micro business, under the Companies Act 2006, a business must satisfy two or more of the following requirements:

- *Turnover: Not more than £632,000*
- *Balance sheet total: Not more than £316,000*
- *Number of employees: a headcount of staff of not more than 10*

3. I confirm that my business/organisation is **not** part of a Franchise Ownership Model or similar.

Yes

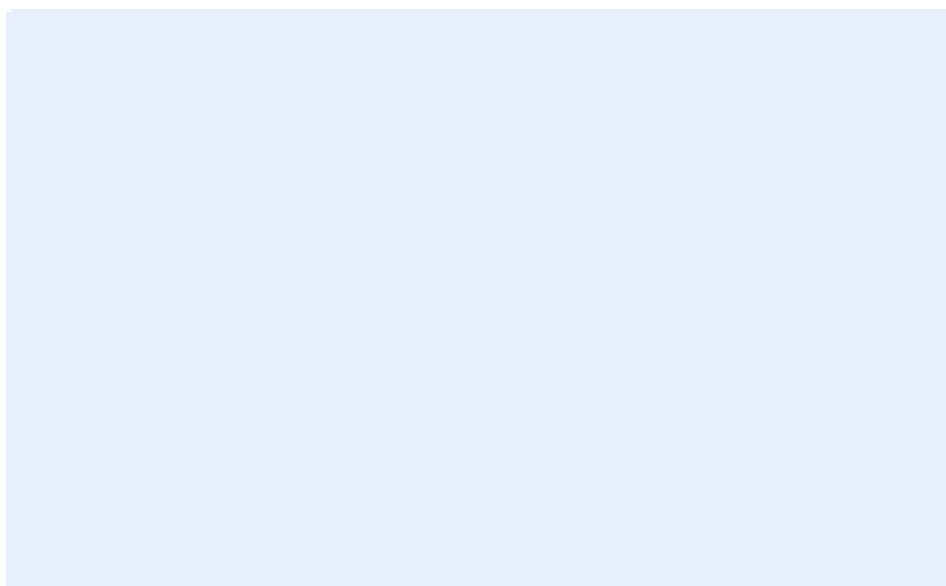
No

PART C – Window Display (50% score)

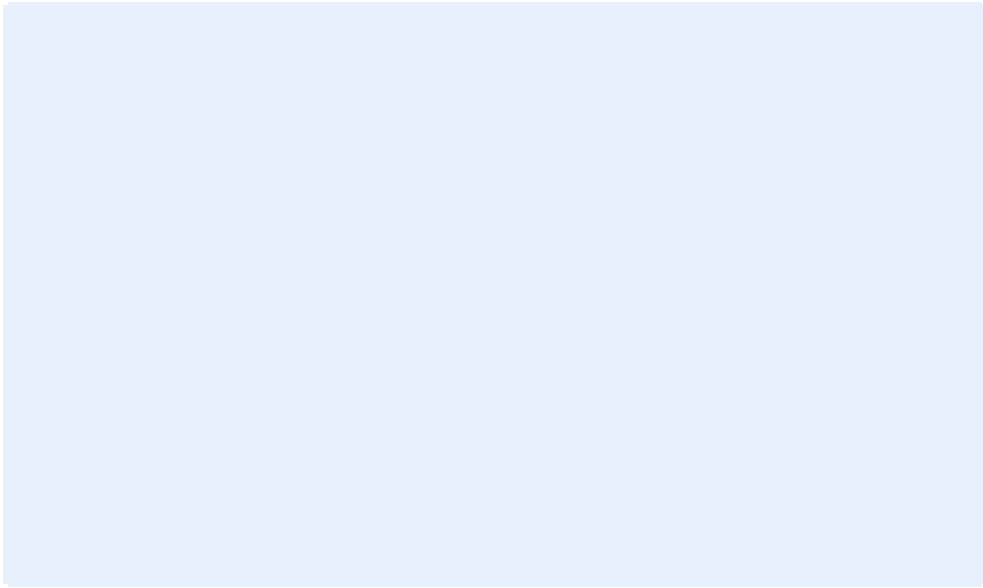
4. Please provide a summary of the intention behind the improvements you have made to your window display. For example, how does it highlight your products or services? (Max. 200 words)

5. Please insert or attach before and after photographs of your window displays. Please include several images. (you can insert a photo in the box below by clicking on image icon)

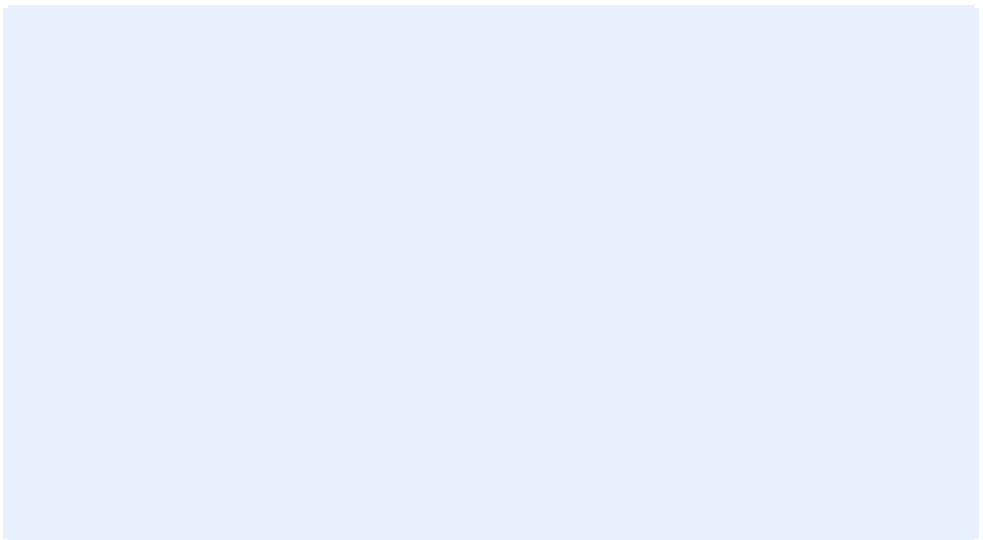
Before Picture



After Picture 1



After Picture 2



PART D – Business Plan (50% score)

6. Please explain how you would use the prize money (up to £3,000) to support further improvements to your business. (Max 200 words)

7. Explain how your proposal benefits your business, your customers, community or the wider town centre. (Max 200 words)

8. Explain how your proposal fits within the council's priorities of being clean, safe, well run; family friendly; healthy; thriving; with equal opportunity or preventative measures to help people remain healthy and happy? (Max 200 words)

PART E - Declaration

Data Matching

Local authorities are responsible for carrying out checks to ensure that payments for the Government's funding schemes are made correctly, and so will undertake checks for the purposes of preventing fraud and money laundering, and to verify your identity. These checks involve the processing of personal data about you, and this can be both before any money is paid and afterwards.

The personal data you have provided, has been collected from you, or has been received from third parties will be used to prevent fraud and money laundering, and to verify your identity. This includes the checking of your details against the Cifas National Fraud Database established for the purpose of allowing organisations to record and share data on fraudulent conduct by individuals and organisations.

Details of the personal information that will be processed include, for example: name, address, date of birth, contact details, financial information, and business details.

Local authorities and Cifas may also enable law enforcement agencies to access and use your personal data to detect, investigate, and prevent crime.

Local authorities will process your personal data on the basis that it is necessary in the public interest or in exercising official authority to prevent fraud and money laundering, and to verify identity, and to comply with the law. Cifas will process your personal data on the basis that it has a legitimate interest in preventing fraud and money laundering, and to verify identity, in order to help protect the public purse. Cifas has published its assessment of the legitimate interests in relation to the National Fraud Database.

Records of searches will be retained by Cifas only for as long is as necessary to assist local authorities in the prevention of fraud. For more information, please view our Anti-Fraud privacy note www.barnet.gov.uk/your-council/policies-plans-and-performance/privacy-notices/corporate-services-privacy-notices/anti.

Data Protection

The Council will manage the personal information collected on this form in line with the General Data Protection Regulation (GDPR) and the Data Protection Act 2018 for the purposes outlined within our Privacy Notice www.barnet.gov.uk/privacy. Your information may be shared internally and with external partners purely for these purposes and will not be shared with any other organisations unless required to do so by law or for the purposes of prevention and detection of crime and/or fraud. We may contact you using the details you provide, in connection with this form and the information you supply. Your personal information will only be retained for as long as is necessary and you may request a copy of the information we hold about you.

Declaration

The information provided will be used for the purpose of administering the Town Centres Windows Competition.

I can confirm that the information I have supplied is true and correct, to the best of my knowledge, and makes me eligible for Town Centres Windows Competition.

I understand that should I provide false information, or make a false statement, I may be liable to prosecution.

The Local Authority will review the payments made and have the power to recover any wrongly claimed prize money.

Please tick to confirm you have read and understood the above declaration. *

Yes*

Signature:

Name:

Date: