**Gedling Borough Council NCC BUSINESS SUPPORT SERVICE** **BUSINESS REGISTRATION FORM**

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| **For Office use** |
| **Date received:**  |  | **NCC unique ID:** |  |
| **Named Business Adviser:**  |  |

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| **Business Details** |
| **Name of business** |  |
| **Contact name** |  |
| **Job title** |  |
| **Trading address and postcode**  |  |
| **Registered address and postcode***(If different from above)* |  |
| **Landline/ mobile number** |  |
| **Email address** |  |
| **Business website** *(If any)* |  |
| **Short description of your business** |  |
| **Legal status of the business***(Check only one)* | [ ]  Sole trader [ ]  Partnership [ ]  Ltd Liability Partnership [ ]  Private Ltd by Shares [ ]  Private Ltd by Guarantee [ ]  Public Ltd Co [ ]  Other, please state: |
| **Company Registration No.** *(or UTR no. if CRN not available)* |  | **Date of incorporation** |  |
| **HMRC Unique Tax Reference** |  | **Trading start date** |  |
| **VAT No.** *(If applicable)* |  |
| **Business stage** *(Check only one)* | [ ]  Pre-start[ ]  Growing*(trading for over 12 months)* | [ ]  Start-up*(trading for less than 12 months)*[ ]  Established*(trading for over 5 years)* |
| **Applicants must have a business trading address in Gedling borough or live in the borough** | [ ]  Business trading address is in Gedling Borough[ ]  Applicant lives in Gedling Borough  |
| **Size of business***(by employees)* | [ ]  Sole proprietorship[ ]  Ordinary partnership *(2 or more self-employed)* [ ]  Small business *(0 - 49)* [ ]  Medium-sized business *(50 – 249)*  [ ]  Large business *(250+)*  |
| **No. of employees** |  | *NOTE: Sole traders count as employees, Directors count as employees.* |
| **UK SIC code description***(Please only select ONE)* | [ ]  Accommodation & food service[ ]  Agriculture, forestry & fishing[ ]  Construction[ ]  Electricity, gas, steam & air conditioning supply[ ]  Financial & insurance[ ]  Human health & social work[ ]  Information & communication[ ]  Manufacturing[ ]  Mining & quarrying[ ] Public administration & defence; compulsory social security[ ]  Water supply, sewerage, waste management & remediation[ ]  Other service, please state: | [ ]  Administrative & support service[ ]  Arts, entertainment & recreation[ ]  Education[ ]  Extraterritorial organisations & bodies[ ]  Households as employers; undifferentiated goods & services producing activities for households of own use[ ]  Professional, scientific & technical[ ]  Real estate[ ]  Transportation & storage[ ]  Wholesale & retail trade; repair of motor vehicles & motorcycles |
| **Support required***(Check one or more)* | [ ]  Business planning[ ]  Legal/Contracts/IP[ ]  Networking[ ]  Sales/Selling[ ]  Social media/Web development[ ]  Other, please state: | [ ]  Funding/Finance/Grant support[ ]  Marketing[ ]  Personal coaching/mentoring[ ]  Setting up in business |
| **I agree for my details to be shared with the Local Authority and other specialist organisations for additional support and advice** *(where appropriate)* | [ ]  Yes[ ]  No |

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| **Equal opportunities** |
| It is a requirement of Public Funding that monitoring is undertaken for Equal Opportunities purposes. Please confirm your details by ticking one option from each group below.  |
| **Ethnicity***How would you describe your cultural or ethnic origin? \**[ ]  Asian/Asian British[ ]  Black/African/Caribbean/Black British[ ]  Mixed/Multiple Ethnic Groups[ ]  Other Ethnic Group[ ]  White/White British[ ]  Prefer not to say | **Gender***Please state your current gender.*[ ]  Female[ ]  Male[ ]  Non-binary[ ]  Other[ ]  Prefer not to say | **Disability***Do you consider yourself to have a disability?*[ ]  Yes[ ]  No[ ]  Prefer not to say |
| *\*Please note that ethnic origin is not a matter of nationality, right of abode in the UK or place of birth.* | **Age** *(Please state which of the following age groups you belong to)*[ ]  16-24 [ ]  25-29 [ ]  30-34 [ ]  35-39 [ ]  40-44 [ ]  45-49 [ ]  50-54 [ ]  55-59 [ ]  60-64 [ ]  65+ [ ]  Prefer not to say |
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| **UK Subsidy**  |
| You are being offered assistance under the UK Government Subsidy Control Regime as outlined in the Subsidy Control Act 2022 ([Subsidy Control Act 2022 (legislation.gov.uk)](https://www.legislation.gov.uk/ukpga/2022/23/enacted). Companies may use the Minimal Financial Assistance (MFA) exemption if the total value of the subsidy, plus any other subsidy they have received within the past two financial years and the current financial period does not exceed £315,000.  |
|  | Yes  | No |
| Inclusive of the proposed subsidy you are applying for, and any other applicable subsidies, will the value exceed £315,000? | ☐ | ☐ |
| **Note** – A financial year is a 12-month period over which a company budgets its spending and does not always begin in January and end in December (for most UK companies it is April to March). The financial year is referred to by the date in which it ends. For example, if a company’s financial year ends 31 March 2020, then everything between 1 April 2019 and 31 March 2020 would be referred to as financial year 2020. |

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| **Data protection** |
| The **Nottinghamshire County Council Business Support Service** is a business project funded through the UK Shared Prosperity Fund (UKSPF) administered by the Department of Levelling Up, Housing and Communities (DLUHC). **Your Local Authority Gedling Borough Council (Funding Manager)** as well as **Nottinghamshire County Council (Delivery Partner)** process personal data. Providing these details is optional and all analysis of demographic information is anonymised. We may also share this data amongst the partnership where applicable and with other support providers where express permission has been given. It will not be used for any other purpose. We may contact you for further information regarding the interaction, and with details of other opportunities available through the project.The project has contractual obligations to collect the data included within this form to record outputs and outcomes, undertake a project evaluation and so that DLUHC can monitor and evaluate the UKSPF programme. **Your local authority (Gedling Borough Council)**, in its role as Fund Manager can request to see and check the information but will fully anonymise any personal data prior to delivering any required aggregated data sets to DLUHC.For the purposes of the General Data Protection Regulation (GDPR), in terms of the information processed, the following parties are Data Controllers: * **DLUHC** – who determines the purposes and criteria for processing.
* **Your local authority (Gedling Borough Council)** – who passes on that requirement to the delivery partner.
* **Nottinghamshire County Council** – who processes the information.

For further information on how your data is used and shared please see privacy notice here:[Privacy policies - Gedling Borough Council](https://www.gedling.gov.uk/council/aboutus/policies/privacypolicies/)For more information see Nottinghamshire County Council’scorporate privacy notice: <https://www.nottinghamshire.gov.uk/global-content/privacy> |

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| **Client declaration** |
| I warrant that I am authorised to sign on behalf of the company and confirm that the information contained in this registration form is correct to the best of my knowledge. |
| Signed  | A white square with a blue border  Description automatically generated | Date  |  |
| Name (CAPITALS)  |  | Position  |  |

**Office use only**

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| **Project sponsor declaration** |
| I certify that the above business is eligible for UKSPF support. |
| Signed  | A white square with a blue border  Description automatically generated | Date  |  |
| Name (CAPITALS)  |  | Position  | Assistant Business Adviser |
| LA unique identifier: |  |  |