**MDC - 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** |  | | | | | |
| **District/ Borough** |  | | | | | |
| **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 (not started trading)  Growing *(trading for over 12 months)* | Start-up *(trading for less than 12 months)*  Established *(trading for over 5 years)* | | | | |
| **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 | | |
| **The next 6 months….** | | | | | | |
| What is your forecasted turnover for the next 6 months? | | | | | | £ |
| Is your business looking to invest in new technology or processes? | | | | | | Yes  No |
| Is your business looking to expand its product or service range? | | | | | | Yes  No |
| Is your business looking to increase staffing levels? | | | | | | Yes  No |
| Is your business looking to enter new domestic or overseas markets? | | | | | | Yes  No |
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| **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 Declaration** | | |
| 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). This outlines that companies, that are not ailing or insolvent without a credible restructuring plan, can receive Minimum Financial Assistance without the need for either a full evaluation of the subsidy or registration of the subsidy. This minimal financial assistance is up to a cumulative total of £315,000 over any three-year period (two previous financial years and the current financial year). This total includes all subsidies received over the three-year period. An ailing or insolvent business is one that is unable to pay its debts, or the value of its assets are less than its liabilities.  To confirm that you are eligible to receive this assistance, you must declare the full amount of any other Minimal Financial Assistance you have been awarded in the current and previous two fiscal years. Note: any Minimal Financial Assistance awarded to you under this project will have to be declared if you apply, or have applied for, any other support delivered under the Minimal Financial Assistance element of the UK subsidy regulations.  **Please advise us of any other Minimal Financial Assistance** which your business, and any businesses linked to it, may have received during your current and previous fiscal two years including any UK Subsidy Regime as we need to check that our support added to that previously received, will not exceed the threshold of £315,000 over the last three fiscal years. Minimum Financial Assistance includes not only grant and loan but assistance such as free or subsidised consultancy services, marketing advice, etc. If you are in doubt about whether previous assistance received classes as De Minimis assistance, please include it.  **I declare** below the amount of UK Subsidy Aid in Sterling GBP (i), in the current and previous two fiscal years is: | | |
| **Current fiscal year:**  **From: 1/4/24**  **To: 31/3/25** | **Fiscal year:**  **From: 1/4/23**  **To: 31/3/24** | **Fiscal year:**  **From: 1/4/22**  **To: 31/3/23** |
| **UK Subsidy £** | **£**  **€** | **£**  **€** |
| **Alternatively, if NO minimal financial assistance has been received in the period by the business, please tick here** | | |
| **Note** – A fiscal year is a 12-month period over which a company budgets its spending. A fiscal year does not always begin in January and end in December (for most UK companies it is April to March). The fiscal year is referred to by the date in which it ends. For example, if a company’s fiscal year ends 31 March 2020, then everything between 1 April 2019 and 31 March 2020 would be referred to as fiscal 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 Mansfield District 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 (Mansfield District 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 (Bassetlaw District Council, Broxtowe Borough Council, Gedling Borough Council, Mansfield District Council or Rushcliffe 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:  <https://www.mansfield.gov.uk/data-protection-freedom-information-transparency/privacy-notice-mansfield-district-council-1>  For more information see Nottinghamshire County Council’scorporate privacy notice: <https://www.nottinghamshire.gov.uk/global-content/privacy> |
| [**Sign up to our NCC and MDC business e-bulletins**](https://www.nottinghamshire.gov.uk/council-and-democracy/news-and-media/emailme/)**.  By clicking this box, you consent to us sending you our email bulletins. You may unsubscribe at any time.** [**Please read our privacy statement.**](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 |  | | | | 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 |  | | | | Date |  |
| Name (CAPITALS) | |  | Position | Assistant Business Adviser | | |

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| LA unique identifier: |  |  |