**BUSINESS SUPPORT ENQUIRY FORM**

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| **Contact Details** |
| **Contact name** |  |
| **Landline/mobile number** |  |
| **Email address** |  |

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| **Business Details** |
| **Name of business** |  |
| **Trading Start Date** |  |
| **Registered** | HMRC [ ]  | Companies House [ ]  |
| **Trading address and postcode\***(Also include home address if relevant – see notes) |  |
| **District** | Mansfield |
| \* You must have a trading address within the Mansfield district. If you have commercial premises, this is your trading address. If you do not have commercial premises, then your trading address is your home address. If you operate through a virtual office address, then you must also live in the district. |
| **Enquiry Details** |
| **What do you need support with?** | [ ]  Book-keeping/Accounts/Finance[ ]  Business decline/Contracts/Risk assessment[ ]  Business planning/Personal coaching/mentoring[ ]  Council services/Legal/Licensing[ ]  General start-up/Growth support[ ]  Grant funding/Loans/Venture capital[ ]  International trade/New markets[ ]  People/Recruitment/Training/Skills[ ]  Planning/Expansion/Premises[ ]  Sales/Marketing/Media/Networking[ ]  Sustainability/Technology/Innovation[ ]  Other, please state: |
| **Details of Enquiry** Please tell us more about your needs and priorities |  |  |
| **How did you find out about the business support service?** | [ ]  From Mansfield District Council[ ]  From Nottinghamshire County Council[ ]  From the Growth Hub/ East Midlands Chamber[ ]  From a Business Adviser[ ]  Online search[ ]  Word of mouth[ ]  Other, please state: |

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| **Data protection** |
| Your local authority, Mansfield District Council (MDC), has commissioned Nottinghamshire County Council (NCC) and NBV Enterprise Solutions (NBV) to provide business support. The support is funded through the UK Shared Prosperity Fund (UKSPF) administered by the Ministry of Housing, Communities and Local Government (MHCLG). Mansfield District Council (Funding Manager) as well as our delivery partners process personal data. We may also share this data where applicable 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.For the purposes of the General Data Protection Regulation (GDPR), in terms of the information processed, the following parties are Data Controllers: * MHCLG - Determine the purpose and legal basis for data processing.
* MDC – Communicates requirements to the Delivery Partner.
* NCC and NBV – Responsible for collecting and processing the data.

For further information on how your data is used and shared please see privacy notice here at the bottom of each page:https://www.mansfield.gov.uk/apply/mansfield-uk-shared-prosperity-fund/1 |

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