# Annex B Local Authority Debt to be Referred to DBT

Please complete a new form for each debt to be referred

All fields require an answer, even if N/A

|  |  |  |
| --- | --- | --- |
| 1 | **LOCAL AUTHORITY** |  |
| 2 | **DATE OF REFERRAL** |  |
| 3 | Covid-19 Grant Scheme  (see list of grant schemes on next page) |  |
| 4 | Reason for Recovery (delete as appropriate) | Error / Non-Compliance / Fraud |
| 5 | Brief explanation of Recovery Reason  (including which eligibility criteria the business did not meet and why) |  |
| 6 | Business Name |  |
| 7 | Primary Contact |  |
| 8 | Primary Business Address |  |
| 9 | Primary Business Town |  |
| 10 | Primary Business County |  |
| 11 | Primary Business Post Code |  |
| 12 | Primary Email Address |  |
| 13 | Primary Telephone Number |  |
| 14 | Secondary Contact |  |
| 15 | Secondary Business Address |  |
| 16 | Secondary Business Town |  |
| 17 | Secondary Business County |  |
| 18 | Secondary Business Post Code |  |
| 19 | Secondary Email Address |  |
| 20 | Secondary Telephone Number |  |
| 21 | Business Website |  |
| 22 | Date of Grant Application |  |
| 23 | Date Grant was Paid to Business |  |
| 24 | Total Grant Awarded |  |
| 25 | Total Grant to be Recovered |  |
| 26 | Date of Invoice |  |
| 27 | Date of Reminder Letter (if sent) |  |
| 28 | Date of Final Opportunities Letter (if sent) |  |
| 29 | Summary of any other recovery action taken |  |
| 30 | Is business still trading / solvent |  |
| 31 | LA view on why recovery action failed |  |

Please forward to [BusinessGrantsAssurance@businessandtrade.gov.uk](mailto:BusinessGrantsAssurance@businessandtrade.gov.uk) along with any evidence to support DBT in pursuing recovery via potential litigation, including:

* Copy of the application form and grant award letter/terms of offer
* Copy of the invoice (and where applicable, any reminder letters issued)
* Evidence of the pre and post assurance checks undertaken
* Record of any other recovery action undertaken
* Copy of any correspondence received from the grant recipient

If any of the above cannot be provided, please explain in covering email.

**Covid-19 Business Grant Funding Schemes:**

Small Business Grant Fund (SBGF)

Retail, Hospitality and Leisure Grant Fund (RHLGF)

Local Authority Discretionary Grant Fund (LADGF)

Local Restrictions Support Grant (LRSG) – Open

Local Restrictions Support Grant (LRSG) – Sector

Local Restrictions Support Grant (LRSG) – Closed Addendum (November)

Local Restrictions Support Grant (LRSG) – Closed Addendum: Tier 4

Local Restrictions Support Grant (LRSG) – Closed Addendum: 5 January onwards (first six weeks)

Local Restrictions Support Grant (LRSG) – Closed Addendum: 5 January onwards (second six weeks)

Closed Businesses Lockdown Payment (CBLP)

Christmas Support Payment for Wet Led Pubs (CSP)

Restart Grants

Additional Restrictions Grant Fund (ARG)

Omicron Hospitality and Leisure Grant (OHLG)