

Large NAV Business Grant Guidance for applicants

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ABOUT THE LARGE NAV BUSINESS GRANT

The Large NAV Business Grant provides financial support to businesses that occupied commercial premises with an NAV (Net Annual Value) over £51,000 on 1 March 2021 that were awarded the 12 month rates holiday in 2020-21, subject to some exclusions.

Businesses which were eligible for the 12 months rates holiday include retail, hospitality, tourism, leisure, manufacturing, and childcare businesses, and newspaper producers. You can find out more about the rates holiday at: <https://www.nibusinessinfo.co.uk/content/rates-holiday>

The scheme is designed to support the business which is the occupier of a property (as defined in the [Rates \(Northern Ireland\) Order 1977](#)), not the landlord or managing agent or any businesses/self-employed parties who rent part of the property from the occupying business.

Only one grant will be paid to businesses which occupy multiple premises.

Applications will be processed in line with the following Financial Regulations:

- The Financial Assistance (Coronavirus) (Large Business) Regulations (Northern Ireland) 2021 No. 88: <http://www.legislation.gov.uk/id/nisr/2021/88>

The Large NAV Business Grant is open to online applications from **12.00 noon on Wednesday 21 April 2021 to 23.59 on Wednesday 5 May 2021.**

Exclusions

As required by the Financial Regulations, there are a number of exclusions to the Large NAV Business Grant, including:

- Businesses which occupied business premises with an NAV of £51,000 or less on 1 March 2021
- Businesses which previously received, or are entitled to receive, Large Tourism and Hospitality Business Support. See [Coronavirus: Large Tourism and Hospitality Business Support Scheme \(nibusinessinfo.co.uk\)](#) for details of eligibility.
- Petrol station retailers or food retailers (as defined in Part 2 of Schedule 1 to the Health Protection (Coronavirus, Restrictions) (No. 2) Regulations (Northern Ireland) 2020. [The Health Protection \(Coronavirus, Restrictions\) \(No2\) Regulations \(Northern Ireland\) 2020 | Department of Health \(health-ni.gov.uk\)](#)
- The 3 main airports: Belfast City Airport, Belfast International Airport and City of Derry Airport.

- Public sector bodies, statutory undertakers, NI Housing Executive or Housing Associations.
- Persons entitled to possession of the property as a liquidator or in respect of a bankruptcy order, companies in administration or subject to an administration order and companies subject to a winding up order or which is being voluntarily wound up.
- Applications in respect of commercial premises which are vacant. Rates information as at 1 March 2021 will be used to verify the occupancy status of the property in line with the Rates (Northern Ireland) Order 1977. See the [Rates \(Northern Ireland\) Order 1977 \(legislation.gov.uk\)](https://legislation.gov.uk/ukoi/1977/1) for more details

Payments in relation to the Large NAV Business Grant are not automatic.

Businesses **must** complete the online application form and provide the required verification documents before they will be considered for the Large NAV Business Grant.

Payments to successful applicants

Large NAV Business Grant payments will begin to issue to successful applicants from the end of May 2021.

There is a cap of £50,000 in relation to the value of the total payment amount that applicants can receive across the following COVID-19 grant schemes: the Large NAV Business Grant; the £25,000 Retail, Hospitality, Tourism and Leisure Grant; and the £10,000 Small Business Support Grant.

The rate of grant payment that will be issued to successful applicants through the Large NAV Business Grant will be calculated based on the level of support that has already been provided to the applicant business through these schemes.

Overpayments in relation to The Localised Restrictions Support Scheme [Coronavirus: Localised Restrictions Support Scheme \(nibusinessinfo.co.uk\)](https://nibusinessinfo.co.uk) will be offset against your Large NAV Business Grant (if your application is successful).

Below are some illustrative examples to demonstrate how the Department of Finance is taking additional schemes into consideration. The actual amount that will be received by successful applicants will be dependent on the individual circumstances of each business.

ILLUSTRATIVE EXAMPLES OF LARGE NAV GRANT PAYMENTS DEPENDANT ON SUPPORT PROVIDED THROUGH OTHER SCHEMES	MAXIMUM LARGE NAV GRANT PAYMENT
<p>Business A</p> <ul style="list-style-type: none"> • Successful application for the £50,000 Large NAV Business Grant • Received the £25,000 Retail, Hospitality, Tourism and Leisure Grant in 2020 • Did not receive the £10,000 Small Business Support Grant in 2020 • No overpayment from the Localised Restrictions Support Scheme 	£25,000
<p>Business B</p> <ul style="list-style-type: none"> • Successful application for the £50,000 Large NAV Business Grant • Received the £10,000 Small Business Support Grant in 2020 • £5,000 overpayment from the Localised Restrictions Support Scheme to be offset • Did not receive the £25,000 Retail, Hospitality, Tourism and Leisure Grant in 2020 	£35,000
<p>Business C</p> <ul style="list-style-type: none"> • Successful application for the £50,000 Large NAV Business Grant • Did not receive the £10,000 Small Business Support Grant in 2020 • Did not receive the £25,000 Retail, Hospitality, Tourism and Leisure Grant in 2020 • No overpayment from Localised Restrictions Support Scheme 	£50,000

HOW THIS SCHEME RELATES TO BUSINESS RATES

Is eligibility for The Large NAV Business Grant scheme directly linked to business rate bills?

In most cases, the occupant business will be the named ratepayer who receives the business rate bill directly from Land & Property Services. These applicants will be asked to provide their rate account reference numbers from their most recent business rate bill as part of the online application.

In a few cases, the property owner or landlord may be the named ratepayer who receives the business rate bill directly from Land & Property Services, however the occupant business can still apply for The Large NAV

Business Grant if they consider that they meet the eligibility requirements. These applicants will not be asked to provide rate account reference numbers, but they will be asked to share the name and contact details of their landlord or managing agent on their online application so that their occupancy can be verified. A copy of their lease demonstrating occupation at 1 March 2021 must also be uploaded as part of the online application process.

Rating information will be used to determine the following in relation to the Large NAV Business Grant:

- The Rates (Northern Ireland) Order 1977 is used in interpretation as required by the Regulations for this Scheme.
- Rates information as at 1 March 2021 will be used to verify:
 - The occupying business, property owner or landlord.
 - The award of the 2020-21 12 months rates holiday
 - The occupancy status of the property (vacant or occupied)
- The Non-Domestic Valuation List as at 1 March 2021 will be used to determine:
 - The location of the business premises (ie within Northern Ireland)
 - The NAV of the property
 - The size and extent of the property

Find out more in the [About the NAV \(Net Annual Value\) section](#)

What if the business rate account details need to be updated, for example where a property is recorded as vacant but the business is now occupying the property (subject to COVID restrictions)? As this grant scheme is a short term support measure, eligibility for the Large NAV Business Grant is based on occupancy information held for rates purposes regarding the property at a fixed point in time – 1 March 2021. There is no facility to change the occupancy status on the rate account now for the purposes of accessing this grant.

You should however update your rate account details by contacting Land & Property Services Rates Helpline on 0300 200 7801 as soon as possible because a delay updating your rate bill may lead to a backdated rate bill which may be more difficult to repay.

What if I believe I am eligible to receive the rates holiday but it has not been reflected in my business rate bill?

As this grant scheme is a short term support measure, eligibility for the Large NAV Business Grant is based on the award of the rates holiday for the applicant property at a fixed point in time – 1 March 2021. There is no facility to apply for the 2020-21 rates holiday now for the purposes of accessing this grant.

What if my property has an NAV but a rate bill has not yet been issued?

You can apply for the Large NAV Business Grant if the property has an NAV over £51,000 at 1 March 2021, even if the property has not yet been billed for rates (either to the occupying business or the property owner/landlord).

The issue of rate bills for 2021-22 has been delayed until June 2021. Though the online application form asks for rate reference details, this information is not mandatory if it is not readily available. Other verification checks can be completed.

I pay my business and domestic rates on one single bill. Will I still be eligible for the grant payment?

Yes, but subject to the other eligibility requirements and exclusions. You can apply for the grant payment even if your business rates are shown on the same bill as your domestic rates.

ABOUT THE NAV (NET ANNUAL VALUE)

What is the NAV of the property and how does it affect my application?

The Net Annual Value (NAV) is one of the factors used to calculate business rate bills. You can find the NAV of business properties in the Non-Domestic Valuation List which is published online by Land & Property Services. You can search the address of your property in the Non-Domestic Valuation List to check your address and your NAV at <https://www.finance-ni.gov.uk/topics/property-valuation/valuation-lists>.

As this grant scheme is a short term support measure, eligibility for the Large NAV Business Grant is based on the NAV of the property at a fixed point in time – the NAV as at 1 March 2021.

Each property is considered as a “hereditament” as defined in the Rates (Northern Ireland) Order 1977. In simple terms, each hereditament/property within the Valuation List has a unique Property ID and Net Annual Value. The size and extent of each property is based on information held in the Valuation List in relation to each unique Property ID. Note that the property/hereditament can be made up of a number of

different buildings or units. You cannot ask to have 2 properties joined into one larger property or 1 larger unit split into 2 units, for the purposes of accessing the Large NAV Business Grant.

Only one grant can be paid to each business, irrespective of how many properties the business occupies. For individuals who own a number of separate businesses and/or properties this means that:

- If separate businesses are operating from separate properties, then a grant can be registered in relation to each separate business that occupies a separate property.
- If the same business occupies a number of different properties, then only one grant registration should be made in respect of the business.
- For limited companies, each separate business registered with Companies House will have a unique Company Number. Otherwise, further information may be requested from applicants to validate business and property details.

Validation checks have been put in place to ensure that multiple grants aren't paid to the same business or to the same property. Deliberate multiple applications may be considered to constitute an attempt to claim ineligible grant support and will be actioned accordingly.

[What if my property doesn't have an NAV because it hasn't been valued for rates?](#)

Because this scheme is a short term support measure, eligibility for the grant is based on the NAV of the property in the LPS Non Domestic Valuation List at a fixed point in time - 1 March 2021.

If the property has not yet been valued for rates and you have not previously made a request to Land & Property Services to have your property valued for business rates, you will not be able to access this grant.

There is no facility to submit a new request now for the purposes of accessing this grant. You should however request to have the property valued for rates purposes. A delay in having the property valuation for rates updated may lead to a backdated rate bill which may be more difficult to repay. You can apply to have your valuation reviewed at: <https://www.finance-ni.gov.uk/topics/propertyvaluation/valuation-list>

If you have previously made an application to Land & Property Services to have your property valued for business rates, contact us using the online form at www.nibusinessinfo.co.uk/LargeNAVBusinessGrant and we will advise next steps.

[My business is ineligible based on the NAV at 1 March 2021 but the NAV needs to be updated / I am waiting for the outcome of a valuation review and this may impact on my eligibility for the grant](#)

scheme? (e.g. where there is a request to split or join premises for rating purposes or where there is a challenge to the NAV for other reasons)

Because this scheme is a short term support measure, eligibility for the grant is based on the NAV of the property in the LPS Non Domestic Valuation List at a fixed point in time - 1 March 2021. There may be scenarios where the valuation of the property needs to be updated – for example where there is a request to split or join premises for rating purposes or where there is a challenge to the NAV for other reasons.

If you have not previously made a request to Land & Property Services to have your NAV reviewed, you will not be able to access this grant. There is no facility to request a review of the NAV now for the purposes of accessing this grant.

If you have previously made an application to Land & Property Services to have your NAV reviewed, contact us using the online form at www.nibusinessinfo.co.uk/LargeNAVBusinessGrant and we will advise next steps.

My NAV changed on 1st April 2020 due to Reval2020. How does this affect entitlement to the grant?

Eligibility for the grant is based on the NAV of the property in the LPS Non Domestic Valuation List on 1 March 2021. The NAV of the property at other times, such as the NAV of the property before 1 April 2020, will not be considered in terms of eligibility for this grant scheme.

WHO CAN APPLY FOR THIS GRANT SCHEME?

Who should complete the application form on behalf of my business?

Occupying businesses who consider themselves eligible for support from this scheme can apply even if they are not the named ratepayer on the business rate bill for the property.

Applications can only be submitted by an authorised representative for the business which occupies the premises, such as the business owner, director or a senior manager. Landlords **are not permitted to** complete this application form on behalf of tenant businesses who rent their premises.

Can I still apply for the Large NAV Business Grant if I have been asked to repay part or all of other Government COVID-19 grant schemes?

Yes. If you consider that you are eligible for the Large NAV Business Grant, you can apply for support through this scheme even if you have been overpaid through another support scheme.

Overpayments in relation to The Localised Restrictions Support Scheme [Coronavirus: Localised Restrictions Support Scheme \(nibusinessinfo.co.uk\)](#) will be offset against your Large NAV Business Grant (if your application is successful).

The amount that you have been overpaid through these other schemes will be deducted from your Large NAV Business Grant. If your Large NAV Business Grant is greater than the amount you have been overpaid for these other schemes, the remaining amount will be issued to you using the bank details you provided on your online application form.

If the amount that you have been overpaid through these other schemes is greater than your Large NAV Business Grant, the amount of support that you would have received through the Large NAV Business Grant will be deducted from your overpayment amount.

If your application is unsuccessful, or there is a remaining overpayment after your Large NAV Business Grant has been offset against your overpayment, this will be dealt with separately by the administrators of the relevant scheme.

[Are Industrial Derated properties eligible to apply for the grant?](#)

Yes, subject to other eligibility requirements. Businesses in receipt of Industrial Derating are eligible for the rates holiday, and can apply for this grant subject to the eligibility requirements if they occupied a property with an NAV greater than £51,000 on 1 March 2021.

Industrial Derated properties occupying property with a Net Annual Value (NAV) between £15,001 and £51,000 will receive a £25,000 grant payment through a different grant scheme. Payments will be automatic, and ratepayers do not need to apply. Find out more at <https://www.nibusinessinfo.co.uk/content/industrial-derating>

[I rent the property from which my business operates. Can I apply for this grant?](#)

Yes, find out more in the [Rental Properties section](#).

[Can businesses operating as social enterprises or charities receive the Large NAV Business Grant?](#)

Yes, but subject to the other eligibility requirements.

Are sports clubs eligible for the Large NAV Business Grant?

No, the Large NAV Business Grant is only for businesses. Sports Clubs are bodies not established for profit and are excluded from receiving support from this scheme.

Is eligibility for the Large NAV Business Grant linked to the criteria for the £10,000 Small Business Support Grant or the £25,000 Retail, Hospitality, Tourism and Leisure Grant?

The Large NAV Business Grant is an entirely separate scheme with different criteria, so eligibility is not linked to whether or not you received either of these grants but it does affect the payment rate of the Large NAV Business Grant that you will receive.

Find out more at [Grant Payments to Successful Applicants](#)

RENTAL PROPERTIES

I rent the property from which my business operates and I don't receive the rate bill directly from Land & Property Services. Can my business apply for this grant?

Yes, if you are the occupying business subject to eligibility requirements. This scheme is aimed at the business occupying the premises, not the landlord or managing agent, nor for businesses/self-employed individuals who rent part of the property from the main occupying business.

Occupying businesses who consider that they are eligible for support from this scheme should apply directly using the online form. If you don't receive the business rate bill directly from Land & Property Services, you will be asked to provide contact details for your landlord or managing agent and a copy of your lease during the online application so that your occupancy can be verified.

I rent space from the main occupying business in a property with an NAV above £51,000, for example hiring desks within a serviced office workspace or a beauty salon within a hotel. Can I get the grant payment?

No. This scheme is not designed to provide financial support to businesses who rent part of the property from the main occupying business. The scheme is designed to support the occupying business.

What if my landlord has applied for, or received, the support payment but I believe that my business is the party who is eligible to receive it?

Let us know. If you believe that a payment has been issued to a business that is not eligible to receive it, you should report this using the online contact form at www.nibusinessinfo.co.uk/LargeNAVBusinessGrant so that this can be investigated.

I am a landlord and I know that this scheme is aimed at the occupying business. The occupying business is behind in their rent payments. Can I apply for support in these circumstances, or can the occupying business be required to use the support payment to pay for rent arrears?

No. This scheme is for occupying businesses, not the landlord or managing agent.

Rent payments are a matter for the landlord and tenant, and such matters are not dealt with through the Large NAV Business Grant.

BUSINESSES THAT OCCUPY MULTIPLE PREMISES / BUSINESS THAT SHARE PREMISES

Only one grant can be paid to each business, irrespective of how many properties the business occupies. For individuals who own a number of separate businesses and/or properties this means that:

- If separate businesses are operating from separate properties, then an application can be made in relation to each separate business that occupies a separate property.
- If the same business occupies a number of different properties, then only one application should be made in respect of the business. In these circumstances, ensure that the property you choose on the online application is one that meets the other eligibility requirements.
- For limited companies, each separate business registered with Companies House will have a unique Company Number which should be provided during the application process. Otherwise, further information may be requested from applicants to validate business and property details.

Validation checks have been put in place to ensure that multiple grants aren't paid to the same business or to the same property. Deliberate multiple applications may be considered to constitute an attempt to make fraudulent claims and will be actioned accordingly.

THE APPLICATION PROCESS

Application period

Applications for the Large NAV Business Grant Scheme can be submitted online between **12.00 noon on Wednesday 21 April 2021 to 23.59 on Wednesday 5 May 2021**.

Late applications will not be accepted after the scheme closes at **23.59 on Wednesday 5 May 2021**.

The online application is available at www.nibusinessinfo.co.uk/LargeNAVBusinessGrant

Before applying, you should review this scheme guidance to consider whether your business meets the eligibility requirements.

Pre-Application Check: NAV Check

To verify whether the NAV of your property is greater than £51,000, you will be asked to find the address that the applicant business occupies on the first page of the online form.

You should take care to select the correct address as your application will be processed against this address, with the corresponding NAV and rates details. An error in selecting your address can result in your application being rejected or delayed – this is most likely to happen where business occupy different units within a specified address. You can use your rate bill to check the exact address of your property held for rating purposes, or search for the address using the LPS Non-Domestic Valuation List. Alternatively, you can view properties on a map to ensure that you choose the address associated with the premises you occupy.

[Valuation Lists | Department of Finance \(finance-ni.gov.uk\)](#)

If your business occupies multiple premises, you should only apply for support in respect of one of your premises. Ensure that you choose the premises that meets the eligibility requirements – for example, do not apply in relation to a vacant property. Validation checks have been put in place to ensure that multiple grants aren't paid to the same business or to the same property. Deliberate multiple entries may be considered to constitute an attempt to claim ineligible grant support and be actioned accordingly.

If you cannot find your address on this list, this is because your address does not have an NAV greater than £51,000 and you cannot proceed with an online application. Find out more at: [What is the NAV of the property and how does it affect my application?](#)

Pre-Application Check: Large Tourism and Hospitality Business Support Scheme

Businesses which previously received, or are due to receive payment from, the Large Tourism and Hospitality Business Support Scheme [Coronavirus: Large Tourism and Hospitality Business Support Scheme \(nibusinessinfo.co.uk\)](https://nibusinessinfo.co.uk) are excluded from receiving the Large NAV Business Grant. This will be checked as part of the application process, but businesses who have received, or due to receive payment from, the Large Tourism and Hospitality Business Support, should not apply as they are already in receipt of the appropriate level of financial support designated by the NI Executive.

If you are waiting on the outcome of an application or appeal for the Large Tourism and Hospitality Business Support Scheme, you can proceed with you application from the Large NAV Business Grant.

What do you need before you apply for the Large NAV Business Grant?

To complete the online application you will need to provide:

- A bank statement covering the period including 1 March 2021 relating to the bank account that the grant will be paid into if the application is deemed to be successful. You will be asked to upload this document as part of this application.
- A copy of your lease agreement covering the period including 1 March 2021 if you are not the ratepayer who receives the rate bill for this business directly from Land & Property Services. You will be asked to upload this document as part of this application if applicable.
- Contact details for the person within the applicant business to whom any correspondence relating to this application should be directed. Note that all correspondence will be issued by email
- Information from the most recent rate bill for the property. If you receive the rate bill directly from Land & Property Services, you will be asked for the Ratepayer ID and Occupancy ID. If you do not receive the rate bill directly, you will be asked to provide contact details for the landlord or managing agent so that your occupancy can be verified.
- Information that indicates that your business meets the eligibility criteria including the business trading name, business website, social media links, or Company House Number (if applicable)
- Confirmation of whether the business is currently in administration. Note that if a business is in administration we may require further information from you when assessing this application
- Sort code and account details for the bank account into which you wish to receive payment. Note that payment can only be made to an account directly associated to the business and not a representative or third party.

Applicants will also be required to complete a declaration in relation to their application.

Verification documents: Bank Statement

Applicants are required to provide a copy of their business' bank statement relating to the bank account that the grant will be paid into if the application is deemed to be successful. The bank statement must relate to the applicant business, and not a third party or other representative such as an agent or an accountant.

The bank statement should be uploaded during the online application in **PDF, JPEG or PNG** format, limited to a file size of **5Mb**. The bank statement must:

- Cover the period including 1 March 2021;
- Allows us to read the name of the account holder, the property address, the sort code and account number.

The bank statement will be used to validate the applicant business, to confirm that the bank statement matches the bank account that the grant will be paid into (as specified on the online application form) and confirm that business transactions were occurring at 1 March 2021.

Applicants can redact any other transactions on the bank statement that they considered to be irrelevant.

If you do not have access to online banking systems or have a copy of your statement that covers the period at 1 March 2020 and matches the other bank statement requirements set out above, you should contact their bank to obtain a pdf copy of your statement. If you can only provide a paper copy, a photograph of your statement can be provided as a last resort. Note that the Department of Finance reserves the right to ask for other corroborating evidence if required.

If there is an exceptional circumstance which means that you cannot provide a bank statement contact us using the online contact form at www.nibusinessinfo.co.uk/LargeNAVBusinessGrant

What happens after I submit my application?

After you submit your application, you will receive on screen acknowledgement that your application has been submitted successfully and you will be provided with your application reference number. You should note this number in case you need to contact us about your application at a later stage. Acknowledgement of your application and your application reference number will also be sent to the email address you provided on your online application for your records.

Please note that it may take 5 weeks or more to process your application. This is because of the time required to complete the necessary eligibility checks. Be assured that we are processing your application as quickly as possible. Your patience is appreciated.

Applications will be assessed and payments made as soon as possible where eligibility has been clearly demonstrated. In cases where eligibility is less clear, and it is necessary to carry out further verification checks, you may be contacted for more information. Please check your email account regularly (including the junk folder) and respond quickly to requests for further information.

If your application is successful, you will be advised of the rate of grant payment that has been awarded to your business, taking into account funding received from other schemes as set out in the Regulations.

The grant payment will be sent directly to the bank account you specified in your application form and you will receive a remittance email confirming that payment has been issued.

Please note that payments may not show in your bank account until 7 working days after you receive the remittance email.

If your application is unsuccessful, you will receive an email to advise you why your application has been unsuccessful. Applicants will have the option to request a reconsideration if they disagree with this decision.

What if need to contact you about my application while it is being processed – for example where I made an error when completing my online form or if I want an update on the progress of my application?

To ensure that our resources are focused on processing applications, we do not have a telephone helpline for the Large NAV Business Grant. All information about the scheme is available at www.nibusinessinfo.co.uk/LargeNAVBusinessGrant

All applicants will receive an outcome email confirming whether their application has been successful, as soon as our checks are complete.

Urgent queries about your application can be submitted using the online contact form at www.nibusinessinfo.co.uk/LargeNAVBusinessGrant and a member of our team will respond. Please ensure that you quote your application reference number in any correspondence about your application.

Where can I find my application reference number?

Your application reference number is shown in the confirmation email sent to the email address you provided on your application form. The confirmation email will have the subject line '**Application for the Large NAV Business Grant**'. It is also shown onscreen when you submit your application.

Remember that you can only use the online contact form at

www.nibusinessinfo.co.uk/LargeNAVBusinessGrant to contact us about this scheme or about your application.

GRANT PAYMENTS TO SUCCESSFUL APPLICANTS

If my application is successful, how much financial support will I receive?

If your application is successful, you will be advised by email of the rate of grant payment that has been awarded to your business.

Grant payments will begin to issue to successful applicants from the end of May 2021.

There is a cap of £50,000 in relation to the value of the total payment amount that applicants can receive across the following COVID-19 grant schemes: the Large NAV Business Grant; the £25,000 Retail, Hospitality, Tourism and Leisure Grant; and the £10,000 Small Business Support Grant.

The rate of grant payment that will be issued to successful applicants through the Large NAV Business Grant will be calculated based on the level of support that has already been provided to the applicant business through these schemes.

Overpayments in relation to The Localised Restrictions Support Scheme [Coronavirus: Localised Restrictions Support Scheme \(nibusinessinfo.co.uk\)](#) will be offset against your Large NAV Business Grant (if your application is successful).

Below are some illustrative examples to demonstrate how the Department of Finance is taking additional schemes into consideration. The actual amount that will be received by successful applicants will be dependent on the individual circumstances of each business. If your application is successful, you will be advised by email of the rate of grant payment that has been awarded to your business.

ILLUSTRATIVE EXAMPLES OF THE LARGE NAV GRANT PAYMENTS DEPENDANT ON SUPPORT PROVIDED THROUGH OTHER SCHEMES	MAXIMUM LARGE NAV GRANT PAYMENT
<p>Business A</p> <ul style="list-style-type: none"> • Successful application for the £50,000 Large NAV Business Grant • Received the £25,000 Retail, Hospitality, Tourism and Leisure Grant in 2020 • Did not receive the £10,000 Small Business Support Grant in 2020 • No overpayment from the Localised Restrictions Support Scheme 	£25,000
<p>Business B</p> <ul style="list-style-type: none"> • Successful application for the £50,000 Large NAV Business Grant • Received the £10,000 Small Business Support Grant in 2020 • £5,000 overpayment from the Localised Restrictions Support Scheme, which it is required to repay • Did not receive the £25,000 Retail, Hospitality, Tourism and Leisure Grant in 2020 	£35,000
<p>Business C</p> <ul style="list-style-type: none"> • Successful application for the £50,000 Large NAV Business Grant • Did not receive the £10,000 Small Business Support Grant in 2020 • Did not receive the £25,000 Retail, Hospitality, Tourism and Leisure Grant in 2020 • Did not receive an overpayment from Localised Restrictions Support Scheme 	£50,000

I received my first support payment, but it does not reflect the payment amount that I think I am entitled to under this scheme. What should I do?

The rate of the grant payment issued through the Large NAV Business Grant will be calculated individually on each successful application, taking into account the factors set out above. Your payment calculation will sent to you in the email that confirms that your application has been successful.

After reviewing your payment calculation, if you still consider that you have not received the right payment amount, please contact us using the online contact form at

www.nibusinessinfo.co.uk/LargeNAVBusinessGrant

I am behind in rates payments. Will any outstanding rates be deducted from my grant payment?

No. Outstanding rates will not be deducted from the support payment.

My application was successful. I received a remittance advice email but the payment is not in the account, what should I do?

Please wait 7 working days. If you received a remittance advice but have not received a payment, check the bank account which is referenced in the remittance email. If you do not receive a payment into that account within 7 working days of receiving your remittance email, please contact us using the online contact form at www.nibusinessinfo.co.uk/LargeNAVBusinessGrant

Can I receive my payment by cheque?

No. To avoid unnecessary social contact, payments are being made directly into the bank accounts that applicants specify in their application form. Issuing payment by cheque would require successful applicants to go to banks to make lodgements, and slows down the payment process for everyone.

Cheques will not be issued unless absolutely necessary. To request a support payment by cheque, contact us using the online contact form at www.nibusinessinfo.co.uk/LargeNAVBusinessGrant, quoting the reference number associated with your application.

I received a Large NAV Business Grant payment but I received too much / shouldn't have received it. How do I return the funds?

You can return the funds by bank transfer to the **Department of Finance** using the following payment details:

Account Name: Department of Finance

Sort Code: 950121

Account Number: 61063871

Description: Refund 8000xxxxx

The number to be included in the description/text field is the document number which can be found on the remittance advice you will have received. Your business name should appear automatically in the sender field.

Alternatively you can return the payment by cheque, which should be made payable to **Department of Finance** and posted to the address below along with a copy of your remittance advice and your contact details:

Account NI

Cash Office – Floor 3

Goodwood House

44-58 May Street

Belfast BT1 4NN

UNSUCCESSFUL APPLICATIONS

I received an email to tell me that my application was unsuccessful. What can I do if I disagree with the decision?

You can ask for a reconsideration. Details on how to do this is included in the email sent to unsuccessful applicants. Please note that any reconsideration request should be lodged within two weeks of the date of receiving the email which advises you that your application was unsuccessful.

Please note - this reconsideration procedure only applies where an application has been submitted, processed and rejected.

All applications are assessed fairly and consistently. Applications that do not fully meet the eligibility criteria or where insufficient information has been provided will be rejected. In these cases written notification will be sent by email as soon as the rejection decision is made. This notification will clearly detail the reason the application was rejected.

IMPORTANT INFORMATION

Data Protection and Privacy Policy

The information provided by applicants will be used by Land & Property Services to process your application and to update rate account details if circumstances have changed. Information held by Land & Property Services for rating or valuation purposes, or held in respect of the business or property to which an application relates by district councils, may be obtained and processed in respect of the assessment of an

application. Occasionally this information may be passed to other organisations but only when we are required by law to do so or when the disclosure complies with the General Data Protection Regulation 2016 and/or the Data Protection Act 2018. For more information please go to: <https://www.finance-ni.gov.uk/publications/lps-privacy-notice>

Declaration

Applicants accepting payments from the Large NAV Business Grant are subject to the terms below. Note that these terms may be updated as the scheme progresses.

1. I understand that if any of the information provided on this application is found to be fraudulent or false, repayment of funding will be required. Fraudulent claims may be subject to legal action.
2. I confirm that I am an authorised representative for the business identified in this application.
3. I confirm that the property associated with this application is not occupied by a public sector body, NIHE, Housing Association, a petrol station, or main airport (i.e. Belfast City Airport, Belfast International Airport or Derry City Airport).
4. I confirm that the information I have provided in this form is accurate and complete.
5. I understand that I must notify Land & Property Services if there is any change in circumstances that may affect eligibility for this scheme.
6. I understand that the maximum amount I can receive from this scheme is £50,000, and that I may receive a lesser amount depending on amounts previously received from other schemes.
7. I understand that Land & Property Services may seek more information from other sources to verify this application. I confirm that I am aware that Land & Property Services or an agent acting on behalf of Land & Property Services may carry out an inspection of the business premises to substantiate this application. If the property is found not to be as described in the application, the application will be rejected and repayment of funding will be required.
8. I understand that any payment made which is found to have been paid contrary to Regulations shall be recoverable by Land & Property Services. If payments made contrary to the Regulations are not recovered, information about these payments may be published in the public interest.
9. I understand that the details of any successful applicants of this scheme may be published in the public interest.

10. I understand that the information I provide will be processed by Land & Property Services for the purposes of assessing this application and to update rate account details if circumstances have changed. I also understand that information held by Land & Property Services for rating or valuation purposes, or held in respect of the business or property to which an application relates by district councils, may be obtained and processed in respect of the assessment of an application.
11. I understand Land & Property Services may share information in relation to eligibility for this scheme with another Northern Ireland government department. Occasionally this information may be passed to other organisations but only when we are required by law to do so or when the disclosure complies with the General Data Protection Regulation 2016 and/or the Data Protection Act 2018. More information is available at: <https://www.finance-ni.gov.uk/publications/lps-privacy-notice>
12. I understand that the information provided on this form may be used for the purpose of the prevention and detection of crime.
13. I understand that any payment is considered income which must be declared to HMRC as part of the tax return for the business.
14. I understand that if the support payment constitutes State Aid, I will comply with State Aid requirements.

Reporting Fraudulent Payments

If you have any concerns about fraudulent payments relating to this Scheme you should contact us using the online contact form at www.nibusinessinfo.co.uk/LargeNAVBusinessGrant

You can view the Department of Finance Fraud Policy and Fraud Response Plan through the link below:

<https://www.finance-ni.gov.uk/publications/dof-anti-fraud-policy-and-response-plan>

State Aid

If the Large NAV Business Grant constitutes State Aid, applicants must comply with State Aid requirements.

State aid is any advantage granted by public authorities through state resources on a selective basis to any organisations that could potentially distort competition and trade in the European Union. In simple terms, any grants or other forms of help given by the government to a business could be a State Aid.

Further information can be found at: <https://www.economy-ni.gov.uk/articles/introduction-state-aid>