

Localised Restrictions Support Scheme Guidance

Click on links in the contents box below, or on blue underlined links throughout the document, to jump to relevant content.

The Localised Restrictions Support Scheme was closed to new applications at 6pm on Wednesday 7 April 2021. No new applications are accepted after this deadline.

If you have already applied for support and you are waiting for the outcome of your application, or the outcome of a request for reconsideration in relation to an unsuccessful application, this will continue to be processed. Be assured that the Department of Finance are processing applications and reconsiderations as quickly as possible. Queries can still be sent to LocalisedRestrictions@finance-ni.gov.uk

Contents

ABOUT THE LOCALISED RESTRICTIONS SUPPORT SCHEME	3
When did the Localised Restrictions Support Scheme close?	11
What restrictions are currently in place under the Health Protection Regulations?	11
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?	12
What if more than one business occupies the same premises?	12
Is eligibility for this support scheme directly linked to business rate bills?	13
Is eligibility for the Localised Restrictions Support Scheme linked to the criteria for the £10,000 Small Business Support Grant or the £25,000 Retail, Hospitality, Tourism and Leisure Grant?	13
SUPPORT PAYMENTS	14
I have already applied for the support payment. When will I be paid?	14
If my application is successful, how much financial support will I receive?	14
Do I need to take any action if my application is successful and the duration of the localised restrictions in my area is extended?	15
My application was successful. I received a remittance advice email but the payment is not in the account, what should I do?	15
Can I receive my payment by cheque?	16
I am behind in rates payments. Will any outstanding rates be deducted from my support payment? ...	16
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?	16
I received my first support payment, but it does not reflect the payment amount that I think I am entitled to under the scheme. What should I do?	16

I received a Localised Restrictions Support payment but I received too much / shouldn't have received it. How do I return the funds?	17
THE NET ANNUAL VALUE (NAV) OF THE PROPERTY	18
What is the Net Annual Value of the property and how does it affect my application?	18
If my business is eligible for the support payment but I am waiting for the outcome of a valuation review which may impact on the NAV of my property, will this change the level of support payment I receive?	18
COMPLETING THE ONLINE FORM	19
I made an error when I submitted the online form. What should I do?	19
APPLICATION UPDATES	19
I have already applied for the support payment. When will I be paid?	19
Can I speak to someone to get an update on my application?	19
Where can I find my application reference number?	20
REJECTED APPLICATIONS	20
I received an email to tell me that my application was rejected. What can I do if I disagree with the decision?.....	20
IMPORTANT INFORMATION	20
Data Protection and Privacy Policy.....	20
Declaration	21
Reporting Fraudulent Payments.....	22
State Aid	22

ABOUT THE LOCALISED RESTRICTIONS SUPPORT SCHEME

The Localised Restrictions Support Scheme provided financial support to certain businesses which had been required to close or severely limit their operations due to Health Protection Regulations that have been put in place by the NI Executive, subject to some exclusions.

Eligibility for the Localised Restrictions Support Scheme is linked to the Health Protection Regulations. The Health Protection Regulations are published by the Department of Health. The Regulations are available in full from <https://www.health-ni.gov.uk/publications/health-protection-coronavirus-restrictions-no2-regulations-northern-ireland-2020> (as amended).

Guidance to accompany the regulations is available at <https://www.health-ni.gov.uk/publications/guidance-accompany-health-protection-coronavirus-restrictions-no-2-regulations-northern-ireland-2020>.

Businesses must refer to the Health Protection Regulations to understand what restrictions currently apply to them. Further information on what the restrictions mean for you is available at <https://www.nidirect.gov.uk/articles/coronavirus-covid-19-regulations-guidance-what-restrictions-mean-you>

Only certain business that are affected by the Health Protection Regulations were eligible for financial support through the Localised Restrictions Support Scheme. Applications were processed in line with the following financial regulations:

- [The Financial Assistance \(Coronavirus\) \(No. 2\) Regulations \(Northern Ireland\) 2020 \(legislation.gov.uk\) \(2020 No. 230\)](#)
- [The Financial Assistance \(Coronavirus\) \(No. 2\) \(Amendment\) Regulations \(Northern Ireland\) 2020 \(legislation.gov.uk\) \(2020 No. 262\)](#)
- [The Financial Assistance \(Coronavirus\) \(No. 2\) \(Amendment No. 2\) Regulations \(Northern Ireland\) 2020 \(legislation.gov.uk\) \(2020 No.354\)](#)

The table overleaf provides a summary of the restrictions on businesses that are relevant to this scheme. This has been provided for ease of understanding, and it does not replace or supersede the regulations referenced above.

Date businesses were first forced to close or severely restrict operations due to Localised Restrictions put in place through the Health Protection Regulations	
<p>5 October 2020 (Phase 1)</p>	<p>Certain businesses operating in Derry City & Strabane only including:</p> <ul style="list-style-type: none"> • Cafes, pubs and restaurants. • Hotels and guesthouses. • Other businesses including cinemas, museums, galleries, trampoline parks, inflatable parks, escape rooms, bowling alleys and ice rinks. • Private libraries. <p>These restrictions were superseded by the restrictions that came into force across NI on 16 October 2020.</p> <p>Phase 1: 5-15 October 2020, payment for 1 week and 4 days</p> <ul style="list-style-type: none"> • Lower rate payment: £1,256 • Standard rate payment: £1,884 • Higher rate payment: £2,516
<p>16 October 2020 (Phase 2)</p>	<p>Certain businesses operating in any part of Northern Ireland including:</p> <ul style="list-style-type: none"> • Cafes, pubs and restaurants. • Hotels, guesthouses and Bed & Breakfasts. • Close contact services in commercial premises such as hairdressers and barbers, beauty salons, day spas, nail bars, tattoo parlours, sports and massage therapy, wellbeing and holistic therapies, tanning, dress fitting, tailoring and fashion design, electrolysis, body piercing and tutoring relating to close contact services. • Other businesses including campsites and caravans parks for touring caravans, hostels, bunkhouses, cinemas, museums, galleries, bingo halls, funfairs, indoor amusement arcades, indoor visitor attractions, trampoline parks, inflatable parks, bowling alleys and ice rinks. • Private libraries.

	<p>These restrictions were in force until 10 December 2020 (though some businesses were allowed to re-open for 1 week from 20 November to 26 November inclusive).</p> <p>Phase 2: 16 October to 26 November 2020, payment for 6 weeks:</p> <ul style="list-style-type: none"> • Lower rate payment: £4,800 • Standard rate payment: £7,200 • Higher rate payment: £9,600
<p>27 November (Phase 3)</p>	<p>Certain businesses operating in any part of Northern Ireland including:</p> <ul style="list-style-type: none"> • Cafes, pubs and restaurants. • Hotels, guesthouses and Bed & Breakfasts. • Close contact services in commercial premises such as hairdressers and barbers, beauty salons, day spas, nail bars, tattoo parlours, sports and massage therapy, wellbeing and holistic therapies, tanning, dress fitting, tailoring and fashion design, electrolysis, body piercing and tutoring relating to close contact services. • Other businesses including campsites and caravans parks for touring caravans, hostels, bunkhouses, cinemas, museums, galleries, bingo halls, funfairs, indoor amusement arcades, indoor visitor attractions, trampoline parks, inflatable parks, bowling alleys and ice rinks. • Private libraries. • Retail businesses that are not permitted to remain open (those retailers not defined as ‘essential’ in the Health Regulations). • Outdoor sports and exercise facilities including activity centres, equestrian centres, marinas and venues relating to motor sport and activity centres. • Outdoor visitor attractions, with the exception of play areas, public parks, forest and country parks and outdoor areas of stately homes, historic homes, castles and properties operated by The National Trust. • Indoor sports and exercise facilities including swimming and diving centres, soft play areas, leisure centres, gyms, equestrian centres, venues relating to motor sport and activity centres.

	<ul style="list-style-type: none"> • Guest accommodation and self-catering establishments. <p>These restrictions were in force until 10 December 2020.</p> <p>Phase 3: 27 November to 10 December 2020, payment for 2 weeks.</p> <ul style="list-style-type: none"> • Lower rate payment: £1,600 • Standard rate payment: £2,400 • Higher rate payment: £3,200
<p>11 December (Phase 4)</p>	<p>Certain businesses operating in any part of Northern Ireland including:</p> <ul style="list-style-type: none"> • Pubs and licenced clubs not serving food (food means a main table meal prepared in a permanent kitchen within the premises). • Indoor sporting events prohibited by the regulations. <p>Phase 4: from 11 December 2020 to 25 December, payment for 2 weeks and 1 day:</p> <ul style="list-style-type: none"> • Lower rate payment: £1,714 • Standard rate payment: £2,571 • Higher rate payment: £3,429
<p>26 December 2020 (Phase 5)</p>	<p>Certain businesses operating in any part of Northern Ireland including:</p> <ul style="list-style-type: none"> • Retail businesses that are not permitted to remain open (those retailers not defined as “essential” in the Health Regulations). • A bed and breakfast establishment, hotel, bunkhouse, hostel, guest accommodation, self-catering establishment or guest house. • Close contact services – hairdressing or barbering, provision of beauty or aesthetics treatments including treatments in relation to nails or makeup, tattooing, tanning, services in spas, sports and massage therapy, well-being and holistic therapies, dress fitting, tailoring and fashion design (unless social distance is maintained), body piercing, electrolysis, training in close contact service, driving instruction for the test of competence to drive a vehicle other than a motorcycle established by Article 5 of the Road Traffic (Northern Ireland) Order 1981. • Outdoor visitor attractions including funfairs, inflatable parks, amusements arcades and skating rinks, but not including play areas,

	<p>public parks, forest and country parks, and outdoor areas of stately and historic homes, outdoor areas of castles and outdoor areas of properties operated by the National Trust.</p> <ul style="list-style-type: none"> • Indoor visitor attractions including bingo halls, museums, galleries and cinemas. • Campsites and caravan parks for touring caravans including motorhomes, except to provide facilities to a person in the event of an emergency. • Swimming and diving pools. • Indoor sports and exercise facilities including soft play areas, leisure centres, gyms, equestrian centres, venues relating to motor sport and activity centres, except those limited activities permitted by the Department of Health. • Outdoor sports and exercise facilities including activity centres, equestrian centres, marinas and venues relating to motor sport and water sport, except as permitted by Regulation 5B (Sporting events). • Car washes except for the cleaning and disinfection of commercial vehicles for the purposes of food safety and controlling risks to human, animal or plant health. • Private libraries. • A business or a members' club which sells or provides food or drink (including intoxicating liquor) for consumption on the premises. <p>Phase 5: from 26 December 2020 to 5 February 2021, payment for 6 weeks:</p> <ul style="list-style-type: none"> • Lower rate payment: £4,800 • Standard rate payment: £7,200 • Higher rate payment: £9,600
<p>6 February 2021 (Phase 6)</p>	<p>Restrictions extended for a further 4 weeks, and an automatic top up payment was issued.</p>

	<p>Phase 6: From 6 February 2021 to 5 March 2021, payment for 4 weeks:</p> <ul style="list-style-type: none"> • Lower rate payment: £3,200 • Standard rate payment: £4,800 • Higher rate payment: £6,400
<p>6 March 2021 (Phase 7)</p>	<p>Restrictions extended for a further 3 weeks and 5 days, and an automatic top up payment was issued.</p> <p>Phase 7: From 6 March 2021 to 31 March 2021, payment for 3 weeks and 5 days:</p> <ul style="list-style-type: none"> • Lower rate payment: £2,970 • Standard rate payment: £4,455 • Higher rate payment: £5,945
<p>1 April 2021 (Phase 8)</p>	<p>Restrictions extended for a further 2 weeks, and an automatic top up payment was issued.</p> <p>Phase 8: From 1 April 2021 to 14 April 2021, payment for 2 weeks:</p> <ul style="list-style-type: none"> • Lower rate payment: £1,600 • Standard rate payment: £2,400 • Higher rate payment: £3,200
<p>15 April 2021 (Phase 9)</p>	<p>Phase 9 payments will reflect the phased easing of restrictions agreed by the NI Executive through the Health Protection Regulations.</p> <p><u>No Phase 9 payment</u></p> <p>Businesses which were permitted to reopen on 12 April 2021 will not receive a Phase 9 payment. This includes:</p> <ul style="list-style-type: none"> • Garden centres • Car washes • New and used car retailers, retailers of caravans or motorhomes, retailers of light motor vehicles, lorries and trailers

Payment for 15 to 22 April 2021

The following businesses received an automatic top-up payment from 15 April to 22 April:

- Close contact services in commercial premises such as hairdressers and barbers, beauty salons, day spas, nail bars, tattoo parlours, sports and massage therapy, wellbeing and holistic therapies, tanning, dress fitting, tailoring and fashion design, electrolysis, body piercing and tutoring relating to close contact services.
- Outdoor visitor attractions and outdoor activity centres.

Phase 9 payment from 15 to 22 April, 1 week and 1 day:

- Lower rate: £914
- Standard rate: £1,371
- Higher rate: £1,829

Payment for 15 to 29 April 2021

The following businesses received an automatic top-up payment from 15 April to 29 April:

- Retail businesses
- Self-contained tourist accommodation

Phase 9 payment from 15 to 29 April, 2 weeks and 1 day:

- Lower rate: £1,714
- Standard rate: £2,571
- Higher rate: £3,429

Payment for 15 April to 23 May 2021

All other businesses received a 4 week payment for the period 15 April to 12 May 2021, followed by a further payment of 1 week and 4 days for the period 13 May to 23 May 2021.

Phase 9 payment from 15 April to 23 May, 5 weeks and 4 days:

- Lower rate: £4,570

	<ul style="list-style-type: none"> • Standard rate: £6,684 • Higher rate: £8,916 <p><u>Important Notes on Phase 9</u></p> <ul style="list-style-type: none"> • Phase 9 payments will be adjusted slightly to take account of the weekly and daily payment rates for the full period that the applicant business has received payment for from 5 October until their Phase 9 payment end date. • No further LRSS payments will be issued in relation to the period after 23 May 2021.
--	---

The scheme was designed to support the occupying business in a property, not the landlord or managing agent. Applications were only submitted by an authorised representative for the business which occupies the premises, such as the business owner, director or a senior manager. Landlords **were not permitted to** complete this application form on behalf of tenant businesses who rent their premises.

If you occupied more than one eligible premises, you could apply for support in respect of each one. You were required to complete a separate online application for each separate premises that you considered may have been eligible for support.

Exclusions

There were a number of exclusions to the Localised Restrictions Support Scheme, including:

- Businesses or services which were not restricted or subject to closure as a result of regulations 4B, 4D, 4DA, 4DB or 4DE of, or paragraphs 1(4) to 1(10) and paragraph 1(12) of Schedule 1 to the Health Protection Regulations ([Health Protection \(Coronavirus, Restrictions\) \(No. 2\) \(Amendment No. 24\) Regulations \(Northern Ireland\) 2020](#)). This excludes:
 - Essential retail businesses under regulation 4C of the Health Protection Regulations
 - Off-licences and supermarkets selling alcohol, which are solely restricted by closure times under regulation 4DC of the Health Protection Regulations
 - Premises restricted by latest ordering time of 11pm on takeaway orders under regulation 4DD of the Health Protection Regulations

- Sporting events under regulation 5B of the Health Protection Regulations (defined as a gathering for the purpose of exercise, competitive sport, recreational sport or sport training, and dance of any type)
- Businesses which do not occupy business premises, such as businesses or self-employed who rent space on a transient basis from the occupying business or those who operate from their homes or from a vehicle. The valuation of the property for rates purposes will be used to verify business premises, with the exception of hotels, guesthouses, bunkhouses, hostels, bed & breakfasts, guest accommodation and self-catering establishments which may be valued as a domestic property with a capital value.
- Public sector bodies, NI Housing Executive or Housing Associations.
- Businesses which have failed to comply with a COVID-19 prohibition notice served by the PSNI.
- Businesses which were not open to the public and trading immediately before they were forced to close or severely restrict operations at their premises due to the restrictions imposed by the Health Protection Regulations. This exclusion does not apply to businesses operating as a wet pub which serves drink only (see table above).
- Hotels, guesthouses, bunkhouses, hostels, bed & breakfasts, guest accommodation and self-catering establishments which have not received certification from Tourism NI under Article 13 of the Tourism (Northern Ireland) Order 1992.

When did the Localised Restrictions Support Scheme close?

The Localised Restrictions Support Scheme will be closed to new applications at 6pm on Wednesday 7 April 2021. No new applications were accepted after this deadline.

What restrictions are currently in place under the Health Protection Regulations?

The Health Protection Regulations are published by the Department of Health. The Regulations are available in full from <https://www.health-ni.gov.uk/publications/health-protection-coronavirus-restrictions-no2-regulations-northern-ireland-2020>. Further information on what the restrictions mean for you is available at <https://www.nidirect.gov.uk/articles/coronavirus-covid-19-regulations-guidance-what-restrictions-mean-you>

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. 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 so that your occupancy can be verified.

If you believe that a payment has been issued to a business that is not eligible to receive it, you should email details to LocalisedRestrictions@finance-ni.gov.uk so that this can be investigated.

What if more than one business occupies the same premises?

The scheme is open to all businesses which have been required to close or severely limit their operations due to Health Protection Regulations that have been put in place by the NI Executive, subject to some exclusions. More than one support payment can be issued in relation to the same premises, however a business that is the occupier of a part of a property which is restricted will receive the lower rate of payment regardless of the NAV of the property that they occupy. The size and extent of each property is linked to the NAV of the property, unless the same business occupies contiguous (meaning neighbouring or side by side) premises. Find out more in the [Support Payments section](#) and the [Net Annual Value \(NAV\) of the Property section](#).

For example, if a business rents part of a property from the main occupying business (such as a cinema complex which includes a separate business operating as a café), an application can be made in relation to each business that meets the eligibility criteria. To be eligible businesses must be separately demarcated within the property and each business must be separately owned. Occupying businesses who consider that they are eligible for this scheme should apply online. Separate applications are required for each eligible business at the property, and must be submitted by an authorised party for each applicant business.

Please note that if this situation is relevant to your business premises, it may take slightly longer to verify your application. As long as you received an application reference number when your form was submitted, you should not be concerned if you do not receive an email advising on the outcome of your application at the same time as other businesses at the same property.

Note that legislation permits that we may also use the information you provide on the application form to verify our records about the occupation of this premises for rating purposes.

Is eligibility for this support scheme directly linked to business rate bills?

No, but the property valuation for rates will be used to verify the business premises, unless it's a guesthouse or bed & breakfasts which may be valued as a domestic property with a capital value.

Eligibility for the scheme is based on the location of the business premises, the type of business activity undertaken at the business premises, and the severity of restrictions that have been put into place by NI Executive (subject to some exclusions).

Eligibility for the scheme is not directly linked to rate accounts, and the scheme is open to occupying businesses which have been required to close or severely limit their operations due to Health Protection Regulations that have been put in place by NI Executive, whether or not they receive the business rate bill for the premises directly from Land & Property Services (LPS).

Rating information will be used to determine the following in relation to the Localised Restrictions Support Scheme:

- The rate account for the property will be used to verify applications, to confirm that the premises is used for the business purpose described in the application.
 - If you do receive the rate bill for the premises directly from LPS, you will be asked to provide the rate account reference numbers from your most recent rate bill.
 - If you do not receive the business rate bill directly from LPS, you will only be asked to share the name and contact details of your landlord or managing agent so that your occupancy can be verified.
- The Net Annual Value (NAV) of the property, which is one of the factors used to calculate the business rate bill, will be used to verify the business premises and to decide which level of support payment that successful applicants will receive. Find out more in the [Net Annual Value \(NAV\) of the property section](#)

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

No. The Localised Restrictions Support Scheme is an entirely separate scheme with different criteria. If you received a £10,000 or £25,000 grant however it is useful to let us know as this may help us to process your application more quickly.

SUPPORT PAYMENTS

I have already applied for the support payment. When will I be paid?

Please note that it may take 5 weeks or more to process your application. This is because of the time required to establish the associated regulations and 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, the support payment will be sent directly to the bank account you specified in your application form and you will receive an 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 my application is successful, how much financial support will I receive?

There are three levels of support available to businesses who fall into the eligible categories listed above and whose application is successful. The level of support that successful applicants will receive is based on the Net Annual Value (NAV) of the property from which the business operates:

- **Lower rate:** £800 for each week that the restrictions apply for:-
 - a business that is the sole occupant operating from a property with an NAV of £15,000 or less,
 - a hotel, guesthouse, guest accommodation, self-catering establishment, hostel, bunkhouse or Bed & Breakfast with a capital value (which means it is valued as a domestic property for rates); or
 - a business that is the occupier of a part of a property which is restricted with any NAV.

- **Standard rate:** £1,200 for each week that the restrictions apply for:-
 - a business that is the primary occupant of a property with an NAV between £15,001 and £51,000.

- **Higher rate:** £1,600 for each week that restrictions apply for :-
 - A business that is the primary occupant of a property with an NAV of £51,001 or more.

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 Non-Domestic Valuation List at <https://www.finance-ni.gov.uk/topics/property-valuation/valuation-lists>.

If your application is successful and the duration of the localised restrictions in the area that your business operates from is extended, a further support payment will be issued automatically to reflect the duration of the extended restriction period. You will receive an email to advise you of any payments that have been issued.

Do I need to take any action if my application is successful and the duration of the localised restrictions in my area is extended?

No. You only need to apply for the localised restrictions support scheme once in relation to each premises.

If your application is successful and localised restrictions in your area are extended, further payments will issue automatically.

This also applies to applicants who are waiting for the outcome of their application, and to those who have requested a reconsideration of an unsuccessful application, should the application/reconsideration be successful.

Be assured that the Department of Finance are working through applications as quickly as possible and they appreciate your patience.

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 email LocalisedRestrictions@finance-ni.gov.uk for investigation.

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 LocalisedRestrictions@finance-ni.gov.uk for consideration, quoting the reference number associated with your application.

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

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

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 which have been required to close or severely limit their operations due to the Health Protection Regulations that have been put in place by NI Executive. The scheme is designed to support the occupying business, 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 Localised Restrictions Support Scheme.

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

An illustrative summary of businesses forced to close or severely restrict operations due to Localised Restrictions put in place through the Health Protection Regulations, the various restriction phases and details of scheme exclusions are available at

<https://www.nibusinessinfo.co.uk/LocalisedRestrictionsSupport>.

You can use this information to understand the duration of each restriction phase which applies to restricted businesses and the payment amount that you are eligible to receive based on the applicable support payment level.

After reviewing the payment periods and amounts, if you still consider that you have not received the right payment amount, email LocalisedRestrictions@finance-ni.gov.uk for next steps.

I received a Localised Restrictions Support 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

If you would like confirmation that the returned funds have been received by the Department of Finance, you can email LocalisedRestrictions@finance-ni.gov.uk after you have sent the payment using the details above.

THE NET ANNUAL VALUE (NAV) OF THE PROPERTY

What is the Net Annual Value of the property and how does it affect my application?

The level of payment issued to successful applicants will be based on the NAV as published in the Non-Domestic Valuation List (with the exception of hotels, guesthouses, guest accommodation, self-catering establishments, hostels, bunkhouses and Bed & Breakfasts which have received certification from Tourism NI under Article 13 of the Tourism (Northern Ireland) Order 1992, but have a Capital Value).

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 Non-Domestic Valuation List at <https://www.finance-ni.gov.uk/topics/property-valuation/valuation-lists>.

Each property within the Valuation List has a unique Property ID and a 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. In simple terms, the size and extent of the property is reflected in the current rate bill – one rate bill for each property. Note that the property can be made up of a number of different buildings or units. Eligible businesses that jointly occupy a property will receive the lower rate payment regardless of the NAV of the property they occupy.

If a business occupies more than 1 premises, and the premises are contiguous (meaning neighbouring or side by side), the contiguous premises will be considered as one premises for the purposes of the Localised Restrictions Support Scheme and only 1 support payment will be issued for the contiguous premises.

You cannot ask to have a property split into separate units, or 2 properties joined into one larger property, for the purposes of changing the level of payment that you might receive through this support scheme.

If my business is eligible for the support payment but I am waiting for the outcome of a valuation review which may impact on the NAV of my property, will this change the level of support payment I receive?

No. Because this scheme is a short term support measure, the level of payment issued to successful applicants is based on the NAV as currently published in the Non-Domestic Valuation List. Subsequent changes to the NAV of a property won't affect the level of payment that successful applicants will receive.

There is no facility to request a review of the NAV, for the purposes of changing the level of financial support you will receive through this scheme.

COMPLETING THE ONLINE FORM

I made an error when I submitted the online form. What should I do?

You must email LocalisedRestrictions@finance-ni.gov.uk to advise of the error that was made, including your application reference number for the affected form.

Please do not proceed to submit a duplicate application unless and until you are advised to do so by staff in the Localised Restrictions Support Team as this may result in an unnecessary delay to the processing of your application.

APPLICATION UPDATES

I have already applied for the support payment. When will I be paid?

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

Successful applicants can expect to receive 1 full payment for the period the restrictions are in place as soon as their application is approved, which may issue before the end of the restriction period. Find out more in the [Support Payments section](#).

Can I speak to someone to get an update on my application?

No. To ensure that all our resources are focused on processing your application, updated information about the scheme will only be available at www.nibusinessinfo.co.uk/LocalisedRestrictionsSupport

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

All applicants will receive an outcome email confirming whether their application has been successful, as soon as our checks are complete. Successful applicants can expect to receive 1 full payment for the period the restrictions are in place as soon as their application is approved, which may issue before the end of the restriction period.

Urgent queries about your application can be sent to LocalisedRestrictions@finance-ni.gov.uk 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 Localised Restrictions Support Scheme**'.

Remember that you can only use the LocalisedRestrictions@finance-ni.gov.uk email to contact us. Please only include your application reference number, and never send your bank details to us via email.

REJECTED APPLICATIONS

I received an email to tell me that my application was rejected. 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 rejection email sent to unsuccessful applicants. Please note that any reconsideration request should be lodged within two weeks of the date of receiving a rejection email.

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 Localised Restrictions Support Scheme are subject to the terms below. Note that these terms may have been updated since after the application was submitted.

1. I confirm that I am an authorised representative for the business identified in this application.
2. I confirm that the information I have provided in this form is accurate and complete.
3. 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.
4. I understand that I must notify Land & Property Services if there is any change in circumstances that may affect eligibility for this scheme.
5. I understand that Land & Property Services may seek more information from other sources to verify this application. This may include checking that the business has complied with Covid-19 prohibition notices issued by the PSNI.
6. 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.
7. I understand that if Land & Property Services is no longer satisfied that an award made is payable, further payments will be suspended pending investigation and will be discontinued unless Land & Property Services becomes satisfied that the occupier is eligible for assistance. 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.
8. 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. 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>
9. I understand that the information provided on this form may be used for the purpose of the prevention and detection of crime.

10. I understand that any payment is considered income which must be declared to HMRC as part of the tax return for the business.
11. I understand that if the support payment constitutes State Aid, I will comply with State Aid requirements.
12. I confirm that the applicant business was open to the public and trading immediately before they were forced to close or severely restrict operations at their premises due to the restrictions imposed by the Health Protection Regulations. (This declaration does not apply to 'wet pubs' which had been prevented from opening until 21 September 2020).
13. I confirm that if the applicant business was issued with a COVID-19 prohibition notice by the PSNI, the business complied with all requirements set out in the prohibition notice.
14. I confirm that the property associated with this application is not occupied by a public sector body, NIHE or Housing Association.
15. I confirm that the applicant business has been required to close or severely limit their operations due to Health Protection Regulations that have been put in place by the NI Executive; and that the applicant business is not an off-licence or supermarket selling alcohol solely restricted by closure times or a premises solely restricted by latest ordering time of 11pm on takeaway orders.

Reporting Fraudulent Payments

If you have any concerns about fraudulent payments relating to this Scheme you should send these to the Department of Finance by email to LocalisedRestrictions@finance-ni.gov.uk

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 Localised Restrictions Support Payments constitute 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>