

Business Hardship Programme – Application Form

Welcome/He mihi

So we can assess your application as quickly as possible, please carefully read all information about the Business Hardship Programme, including the Applicant Guide, before completing this application form. You are also required to provide all supporting documentation requested.

The Applicant Guide will tell you more about:

- Eligibility
- Assessment criteria
- Information and documentation you will need to include in your application

All applications must be submitted using this form.

You can send your application by:

By email: HardshipProgramme@CityRailLink.govt.nz
Post: PO Box 9687, Newmarket, Auckland 1143
Delivery/courier: Level 2, 25 Teed Street, Newmarket, Auckland 1023

If you have any questions please contact CRL Ltd staff at HardshipProgramme@CityRailLink.govt.nz or phone 0800 CRL TALK.

Applicant contact details

FIRST NAME	
LAST NAME	
APPLICANT NAME (if different from the above)	
EMAIL ADDRESS	PHONE NUMBER
PHYSICAL ADDRESS	
POSTAL ADDRESS (if different from your physical address)	

What is the legal status of your organisation?

- ☐ Company
- ☐ Charitable Trust
- ☐ Incorporated Society
- ☐ Māori Trust
- ☐ Other eg. community groups with no formal legal structure

Registration number (eg. NZ Companies Registration/Charities Register number)

Eligibility criteria

To be eligible to apply to the Business Hardship Programme, you must meet the criteria set out in page 2 of the Applicant Guide.

What is the address of your leased premises?

*To be eligible, your business must be in the Albert Street Impact Zone.**

**See page 1 of the Applicant Guide*

Small business - Employee details

The Ministry of Business, Innovation and Employment defines a small business as having less than 20 full time equivalent employees. That same definition applies for the purposes of the Business Hardship Programme.

How many full-time equivalent employees does your business employ at the premises?*

** Evidence required: Please provide a list of all employee names and positions, eg. payroll tax returns*

Type of Business

To qualify for assistance under the Business Hardship Programme, the applicant must be a small retail business.

Please tick which definition applies to the applicant:

- | | | |
|--|---|--|
| <input type="checkbox"/> Food and beverage outlet (including bars, taverns, restaurants and cafés) | | |
| <input type="checkbox"/> Dairies | <input type="checkbox"/> Department stores | <input type="checkbox"/> Gift shops |
| <input type="checkbox"/> Liquor outlets | <input type="checkbox"/> Clothes stores and boutiques | <input type="checkbox"/> Lotto outlets |
| <input type="checkbox"/> Supermarkets | <input type="checkbox"/> Salons including beauty, nail and hair | <input type="checkbox"/> Jewellers |
| <input type="checkbox"/> Other retail outlet: <i>Details</i> _____ | | |

It is not targeted at (and as such excludes)

- | | |
|--|---|
| • Commercial businesses such as property managers, business advisors, professional firms/consultants | • Medical and dental practices |
| • Gyms, fitness centres and PT clinics | • Residential premises |
| | • Hotels, motels, services apartments and hostels |

Current annual rent (excluding GST and operational expenditure)

Annual rent at start of lease term

Date of next rent review

Lease details

What date did the applicant begin operating its business at the premises?

To be eligible, you will need to be operating at this location prior to 1 September 2019.

What date did you sign a lease for the premises?

** Evidence required: Please provide a signed lease agreement, any other applicable documents (such as rent reviews) and evidence of rent paid such as invoices or receipts.*

Landlord's name

Landlord's contact details

Financial & legal viability

You are required to demonstrate your business was financially and legally viable as at 1 September 2019.

Was your business financially viable at 1 September 2019?

**Evidence required: This could take the form of annual profit & loss statements for the year 1 July 2018 - 30 June 2019.*

☐ Yes ☐ No

Is your business currently legally compliant?

☐ Yes ☐ No

Are there any current legal proceedings/prosecutions being brought against your business?

☐ Yes ☐ No

Declaration

Note: CRL Ltd reserves the right to subsequently decline an application or request a refund if any of the above information is found to be incorrect.

I/We do solemnly and sincerely declare that the information contained in this application, together with all supporting information, is true and correct.

DATE

SIGNATURE

Checklist

Have you included with your application

- ☐ Completed Application Form
- ☐ Copy of current Lease
- ☐ Copies of rent review deeds (if applicable)
- ☐ Profit and Loss Statements for financial year 2018/2019
- ☐ Evidence of rent paid (eg. invoices or receipts for last 12 months)
- ☐ List of current employees
- ☐ Signed Confidentiality Agreement

When your application is submitted you will receive an automatic confirmation email that the application has been received by CRL Ltd. If you do not receive an email confirmation, please check to see if the email has been treated as spam.

If you need assistance please contact CRL Ltd at HardshipProgramme@CityRailLink.govt.nz or phone 0800 CRL TALK.