BROADBAND CONNECTION
VOUCHER SCHEME
Application Form

This application form should be filled out by businesses and third sector organisations applying to Newport Council’s Broadband Connection Voucher Scheme. This voucher scheme is managed by Newport Council with funding from the UK Government’s Department for Culture, Media and Sport and is administrated by Business Services Team in Newport City Council.

This application form is for organisations applying to join the connection voucher scheme. To submit, you can EITHER:
1. convert your signed application form to PDF and email it to super.connected@newport.gov.uk;
2. OR post the signed application form to:

Broadband Connection Voucher Scheme
Business Services Team, Regeneration and Regulatory Services
Newport City Council
Civic Centre
Newport
NP20 4UR

Please write clearly in black ink or black typescript, complete all fields and tick boxes as appropriate. Please use the guidance notes included in your application pack for assistance in completing this form. The person applying must be able to accept any offer made on behalf of the organisation.

This voucher scheme is open to organisations that employ fewer than 250 employees and that have their trading address located within the local authority boundaries of Newport City Council. Applicants can apply for funding for the one-off installation costs and associated survey and equipment costs involved in acquiring a new and better broadband connection. Vouchers do not cover monthly internet subscription fees or VAT costs. Please see the scheme conditions for more information.

For office use only -

CCP Application Number: ____________________________

Eligibility decision and date: APPROVED / REJECTED

Date decision notification sent: ____________________________
Voucher checklist

Please ensure you have completed the following steps (please tick):

1. Fully complete application form, including signed and dated declaration

2. Provide a copy of the final quotation of supply from your chosen registered supplier

Section 1: About your Organisation

Applicant Details

This should be the person responsible for making the application.

1.1) I am applying as a (please tick):
   - Business or social enterprise
   - Charity or third sector organisation

1.2) First name: ____________________________ Last name: ____________________________

1.3) Email: ____________________________

1.4) Phone number: ____________________________

1.5) How did you hear about this scheme?

Address that the Connection Voucher is to be used for

This should be the registered company address or trading address. Your postcode will be used to check your business is in an eligible area. Please make sure it is complete and accurate.

1.6) Building number/name: ____________________________

1.7) Street: ____________________________

1.8) City: ____________________________

1.9) Postcode: ____________________________

1.11) Provide your business rates Reference (or Council Tax account number if applying for your home-based business).

This can be found at the top-right of your demand notice and is 11 digits long.
1.10) Is this part of a joint application?    Yes [ ]   No [ ]

**Eligibility**

1.11) Please consider the following:

A. We employ fewer than 249 people or volunteers

B. We have a turnover of less than €50M (around £41m) and/or have a balance sheet of less than €43M (around £35.5M)

C. We have received less than €200k in public grants in the last 3 years

D. We do not operate in sector which is excluded from the Scheme* (Note farming and fisheries are eligible but have different de minimis thresholds)

Tick this box to confirm the above are all true [ ]

**Organisation Details**

1.12) Business/organisation name:
Your organisation name may be published if you are awarded a connection voucher.


1.13) If the trading address supplied above is not your registered organisation address please supply it below.


1.14) Which sector is your organisation in?
Please enter the UK Standard Industrial Classification (UK SIC) code. This will be a letter from A to U – see the dropdown menu at [http://www.siccodesupport.co.uk/](http://www.siccodesupport.co.uk/) to see which best describes your organisation’s sector.


1.15) Are you registered with Companies House?    Yes [ ]   No [ ]
If you are a limited company (ltd), LLP, public limited company (plc) or Charitable Incorporated Organisation, you will be registered with Companies House.

If yes, please give your Company /CIO registration number:


If no, please provide your sole trader Unique Trading Reference (UTR) number (if available):


1.16) Are you a registered charity?    Yes [ ]   No [ ]
You should be registered with Charity Commission in England and Wales.

If yes, please give your charity registration number:


1.17) Is your organisation VAT registered?  

Yes ☐  No ☐  

If yes, please give your VAT Registration Number:  

__________________________  

1.18) Number of paid employees (or volunteers if third sector) in your organisation:  

__________________________  

1.19) Does your business have a parent company or are you part of a group of linked enterprises?  
If you have a parent company or are part of a group, we need to know more about the other companies you are associated with.  

Yes ☐  No ☐  

If yes, please provide more information on the ultimate parent company or largest linked enterprise:  

Parent company name:  

__________________________  

Street:  

__________________________  

Parent company registration number:  

__________________________  

City:  

__________________________  

Building number/name:  

__________________________  

Postcode:  

__________________________  

Number of paid employees (or volunteers if third sector) in parent company:  

__________________________  

Percentage of applicant business owned by parent company:  

__________________________  

Section 2: Your Current Connection  

2.1) Current Provider Name:  

__________________________  

2.2) What type of technology is your current broadband connection? (please tick)  

No broadband connection ☐  Leased line – ethernet (below 30Mbps) ☐  

Digital Subscriber Line (xDSL) ☐  Leased line – other (please specify) ☐  

Cable (DOCSIS 2.0) ☐  Microwave (below 30Mbps) ☐  

Mobile (2G and 3G) ☐  Broadband over powerlines ☐  

Fixed wireless (below 30Mbps) ☐  Satellite (below 30Mbps) ☐
2.3) What kind of service do you get from your current supplier? *(please tick)*

- Uncontended
- Contended
- No Broadband

2.5) What speed is your current (or old) connection? *(in Mbps)* *(What’s the difference? [https://www.connectionvouchers.co.uk/broadband-guide-service-options/] )*  

Download □ □ Upload □ □

**Section 3: Your New Connection**  
3.1) What type of broadband connection is the new service? *Please choose from the list.*

- Fibre to the Premises (FTTP)
- Leased line – other *(please specify)*
- Fibre to the Cabinet (FTTC)
- Cable (DOCSIS 3.0)
- Fibre on Demand
- Fixed Wireless Access (30+Mbps)
- Ethernet First Mile (EFM)
- Microwave (30+Mbps)
- Leased Line – Ethernet (30+Mbps)
- Other *(please specify)* □ □

3.2) What kind of service will you get from your chosen supplier? *(please tick)*

- Uncontended
- Contended

3.3) What speed is your new connection? *(in Mbps)*

Download □ □ Upload □ □

3.4) How much is the connection cost, or set-up cost, for your new connection?

£ □ □

3.5) How much is the monthly subscription cost for your new connection?

£ □ □

3.6) Is the quote an estimate or a firm quotation?  
*(Some suppliers are only able to provide firm quotations after survey. If they have provided you with an estimate, we need to know as your Connection Voucher offer will need to be confirmed once the final cost is agreed.)*

- Estimate
- Firm Quotation

**Section 4: Data Protection**  
The information which you provide on this form will be used by Newport City Council to assess your application for the Broadband Connection Vouchers Scheme. We will use the information provided for administration and management purposes, including carrying out appropriate credit checks and auditing where necessary. In addition, we will need to share

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this information with associated organisations in the management of this scheme.

With regards to personal information, you have the right to ask for a copy of the information we hold on you that is subject to the Data Protection Act 1998 and to correct any inaccuracies in your information. There may be a small administrative charge for this service.

Please note that by applying to join the scheme your organisation will be registered with Business Gateway. Please tick this box if you would like to be contacted either by email, telephone or mail with details of business support services which may be relevant to you.

Email ☒ Telephone ☒ Mail ☒

Section 5: Declaration
Please read the declaration carefully, and sign and date below.

- I have read and understood the full terms and conditions detailed of the Connection Voucher Scheme
- I confirm that my business/organisation is eligible to receive funding under State Aid de minimis rules.
- I confirm that my organisation is eligible to receive funding as a small-medium sized enterprise employing fewer than 250 employees with an annual turnover of less than €50 million.
- I can confirm that my new contract with the ISP for my new connection is longer than 6 months

Neither Newport City Council operating the Scheme or its staff can be liable for loss resulting from action taken on the basis of general information provided. This application form does not constitute any form of contract. The completion and submission of this form does not guarantee an offer of funding. The operating Authority retains discretion in relation to the assessment of all applications.

Signed:

Your full name (in capitals):

Date:

Please ensure you have completed all sections of this form. Your application may be delayed if the information is incomplete. To return this application form, you can either send a signed and scanned PDF by email to super.connected@newport.gov.uk; or send the signed application form by post to:

Broadband Connection Voucher Scheme
Business Services Team
Regeneration and Regulatory Services
Newport City Council
Civic Centre
Newport
NP20 4UR

THANK YOU FOR YOUR INTEREST IN THE BROADBAND CONNECTION VOUCHER SCHEME