

Scrappage scheme - Application process

Thank you for your interest in the Scrappage scheme. This application forms part of a two stage process. This form covers stage one, the initial eligibility checks. You will need to successfully pass both stages to be eligible for a grant payment from Transport for London (TfL). The two stages are:

Stage one: initial eligibility checks – you will need to tell us which vehicle(s) you are applying to scrap and your grant payment option(s) as part of this application. We will then assess your eligibility for the scheme and let you know if your application has been successful.

Stage two: secondary eligibility checks – If your initial application is successful we will email you with the procedure for scrapping your vehicle(s) and replacing it where applicable.

This application form is to determine if you successfully meet the initial eligibility checks only which is set out in the scrappage grant payment options section. This also sets out what evidence you will need to provide. This section will also detail the secondary eligibility checks which you will need to comply with if this initial application is successful. You must ensure you will be able to meet both Stage one and two checks to receive a grant payment.

Once you have submitted your completed scrappage application form, we will aim to process it within 10 working days. We will email you with the outcome of this stage one process and if you are successful, we will detail the procedure for stage two.

To apply for this Scheme, you must complete this form. Ensure you complete and sign **all** the applicable fields on this form to help us process your application quickly.

Once your application has been submitted you will not be able to make any amendments to your application including payment options selected and vehicle(s) you are intending to scrap. You can withdraw your application and submit a new one prior to your vehicle(s) being scrapped, but your new application will start from the initial process and be subject to all checks.

Please read the terms and conditions carefully and by signing them you are entering into a legally binding contract with TfL. Please note that a failure to comply with the terms and conditions might result in the proposed grant payment or a part of it not being made and/or you being required to repay all or part of it.

If you are eligible for a Grant Payment this payment is being made under

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Commission Regulation (EC) No. 1407/2013 of 18 December 2013 on the application of Articles 107 and 108 of the Treaty on the Functioning of the European Union to de minimis aid (OJ L 352) up to a maximum Grant Payment of £18,000. Please read, complete and sign the attached State Aid De Minimis Declaration Form.

For information on how TfL uses your data, please read the privacy notice for 'Road User Charging' which includes a section on the Scrappage Scheme. This is available at www.tfl.gov.uk/privacy.

Please note: Do not scrap your vehicle(s) until you have received written confirmation from TfL that you have satisfied the initial eligibility criteria. Any action you undertake before receiving such confirmation from TfL or which is not in accordance with any details we provide is taken at your own risk and TfL will not be liable to make any grant payments to you.

Scrappage grant payment options

Option one: Scrappage of pre-Euro 6 vehicle for frequent users of the Congestion Charging Zone

Grant payment: £3,500

Stage one: Initial eligibility check

Organisation eligibility criteria

- An active Microbusiness or entity registered with the Charity Commission needs to be registered in the United Kingdom
- Microbusinesses must have:
 - 10 or fewer employees;
 - Up to £632k turnover **or** up to £316k balance sheet total in the preceding and current financial year; and
 - Companies House registered as an active company **or** VAT registered

Vehicle eligibility criteria

- The pre-Euro 6 Vehicle(s) applied for being scrapped must have been driven within the Congestion Charging Zone at least 52 times during the six months before 22 February 2019 (start of the scrappage scheme). We will verify this using the existing transaction records from your Auto Pay service
- The pre-Euro 6 Vehicle(s) being scrapped must be:
 - Light van 3,500kg or less Gross Vehicle Weight category NI
 - Minibus 5,000kg or less Gross Vehicle Weight category M2 (only applicable to registered charities). Must have 9 seats or more
- Insured for business use
- Owned for at least 12 months before 22 February 2019 (start of the scrappage scheme)

Evidence you'll need to submit

- Completed application form (including signed declaration on page 13 to confirm the information in this application form is accurate and acceptance of the , terms and conditions and completed de minimis declaration form)
- The vehicle(s) registration document (v5c)
- The vehicle(s) current MOT certificate
- The vehicle(s) insurance certificate.

Stage two: Secondary eligibility checks – upon confirmation from TfL that your application has been successful and you are eligible for the scheme, you will need to provide evidence that your vehicle(s) has been scrapped by an Authorised Treatment Facility (ATF), evidenced by a Certificate of Destruction (CoD) that you will receive from the ATF.

Option two: Scrappage of pre-Euro 6 vehicle and purchase/ lease of Euro 6 replacement vehicle for Greater London based organisations

Grant payment: £3,500

Stage I: Initial eligibility check

Organisation eligibility criteria

- An active Microbusiness or entity registered with the Charity Commission needs to be registered in the Greater London

A Greater London registered Microbusiness or Charity is one registered at a Greater London address (in a London Borough or City of London Corporation as defined by the Greater London Authority at <https://www.gov.uk/find-local-council>) as evidenced by verifying with a number of third parties including Companies House, the Charity Commission, HMRC and against other public databases made available by the Government Digital Service.

- Microbusinesses must have:
 - 10 or fewer employees;
 - Up to £632k turnover **or** up to £316k balance sheet total in the preceding and current financial year; and
 - Companies House registered as an active company **or** VAT registered

Vehicle eligibility criteria

- The pre-Euro 6 Vehicle(s) being scrapped must be:
 - Light van 3,500kg or less Gross Vehicle Weight category NI
 - Minibus 5,000kg or less Gross Vehicle Weight category M2 (only applicable to registered charities). Must have 9 seats or more
- Insured for business use
- Owned for at least 12 months before 22 February 2019 (start of the scrappage scheme)

Evidence you'll need to submit

- Completed application form (including signed declaration on page 13 to confirm the information in this application form is accurate and acceptance of the, terms and conditions and completed de minimis declaration form)
- The vehicle(s) registration document (v5c)
- The vehicle(s) current MOT certificate
- The vehicle(s) insurance certificate

Stage two: Secondary eligibility checks – upon confirmation from TfL that your application has been successful and you are eligible for the scheme, you will need to provide evidence that your vehicle(s) has been scrapped by an Authorised

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Treatment Facility (ATF), evidenced by a Certificate of Destruction (CoD) that you will receive from the ATF.

You will also need to provide evidence to confirm the replacement vehicle is a Euro 6 compliant light van (or minibus for registered charities only) and has been purchased or leased:

- Vehicle registration document (v5c) (for new vehicle)
- Proof of purchase (i.e. sales invoice) for replacement vehicle, **or**
- Lease agreement (if you have leased a vehicle) which needs to be for a minimum of two years and leased for business use which should be in the name of the business, charity or authorised employee
- Insurance certificate (business use) and insurance schedule including premium - for the replacement vehicles which should be in the name of the business, charity or authorised employee
- It is your responsibility to make sure any replacement vehicle you intend to purchase or lease is a Euro 6 ULEZ compliant vehicle

Option three: Scrappage of pre-Euro 6 vehicle and contribution towards running costs (including insurance) of an Electric Vehicle (£6,000)

Grant payment: £6,000

Stage one: Initial eligibility check

Organisation eligibility criteria

- An active Microbusiness or entity registered with the Charity Commission needs to be registered in the United Kingdom.
- If the microbusiness or Charity is registered in the United Kingdom but outside of Greater London the following criteria must be met:
 - The non-compliant pre-Euro 6 Vehicle(s) applied for being scrapped must have been driven within the Congestion Charging Zone at least 52 times during the six months before the start of the scheme. We will verify this using the existing transaction records from your Auto Pay service.

A Greater London registered Microbusiness or Charity is one registered at a Greater London address (in a London Borough or City of London Corporation as defined by the Greater London Authority at <https://www.gov.uk/find-local-council>) as evidenced by verifying with a number of third parties including Companies House, the Charity Commission, HMRC and against other public databases made available by the Government Digital Service.

- Microbusinesses must have:
 - 10 or fewer employees;
 - Up to £632k turnover or up to £316k balance sheet total in the preceding and current financial year; and
 - Companies House registration as an active company or VAT registered

Vehicle eligibility criteria

- The pre Euro 6 Vehicle(s) being scrapped must be:
 - Light van 3,500kg or less Gross Vehicle Weight category N1
 - Minibus 5,000kg or less Gross Vehicle Weight category M2 (only applicable to registered charities). Must have 9 seats or more
- Insured for business use
- Owned for at least 12 months before 22 February 2019 (start of the scrappage scheme)

Evidence you'll need to submit

- Completed application form (including signed declaration on page 13 to confirm the information in this application form is accurate and acceptance of the terms and conditions and completed de minimis declaration)

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- The vehicle(s) registration document (v5c)
- The vehicle(s) current MOT certificate
- The vehicle(s) insurance certificate

Stage two: Secondary eligibility checks – upon confirmation from TfL that your application has been successful and you are eligible for the scheme, you will need to provide evidence that your vehicle(s) has been scrapped by an Authorised Treatment Facility (ATF), evidenced by a Certificate of Destruction (CoD) that you will receive from the ATF.

You will also need to provide evidence to confirm you have the replacement vehicle is an Electric light van (or electric minibus for registered charities only) and has been purchased or leased:

- Vehicle registration document (v5c) (for new vehicle)
- Proof of purchase (i.e. sales invoice) for replacement vehicle, **or**
- Lease agreement (if you have leased a vehicle) which needs to be for a minimum of two years and leased for business use which should be in the name of the business, charity or authorised employee
- Insurance certificate (business use) and insurance schedule including premium - for the replacement vehicles which should be in the name of the business, charity or authorised employee
- It is your responsibility to make sure any replacement vehicle you intend to purchase or lease is a Euro 6 ULEZ compliant vehicle

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Complete all fields using CAPITAL letters. If you don't complete all relevant sections this may delay your application in being assessed. All fields are mandatory.

STAGE ONE - INITIAL ELIGIBILITY CHECK

Section 1: Organisation contact details

Title	
First name	
Last name	
Position in Microbusiness/ Charity	

Section 2: Organisation details

If you are a microbusiness, please complete section 2.1.

If you are a charity, please complete section 2.2.

Section 2.1: Microbusiness details

I confirm on behalf of the organisation that the named below organisation meets the following microbusiness criteria:

Microbusiness must have 10 or fewer employees and meet both of the criteria below - in the preceding and current financial year.

1. Up to £632k turnover **or** up to £316k balance sheet total; and
2. Registered with Companies House as an active company **or** VAT registered.

Registered business name	
Companies House registration number or VAT registration number	
Registered business address	
Building name/ number	
Street	

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City or town	
Postcode	
Email address	
Phone number	

Section 2.2: Charity details

I confirm on behalf of the organisation named below that it is a registered entity in the United Kingdom with the Charity Commission.

Registered charity name	
Charity registration number	
Registered charity address	
Building name/ number	
Street	
City or town	
Postcode	
Email address	
Phone number	

Section 3: Details of vehicle(s) applying to scrap or scrap and replace

The scrappage grant payment options section outlines the payment options and evidence required.

Vehicle one

Please provide the details of the first vehicle you are applying to scrap:

Vehicle number plate	
Make	
Model	
Colour	

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Tell us the payment option for vehicle one:

Scheme Options	Payment value	Select (please tick)
Option one: Scrappage of pre-Euro 6 vehicle for frequent users of the CCZ	£3,500	<input type="checkbox"/>
Option two: Scrappage of pre-Euro 6 vehicle and purchase/ lease of Euro 6 replacement vehicle for Greater London based organisations	£3,500	<input type="checkbox"/>
Option three: Scrappage of pre Euro 6 vehicle and contribution towards running costs (including insurance) of an Electric Vehicle	£6,000	<input type="checkbox"/>

You must provide all the below evidence in relation to your current vehicle to proceed with your application.

Evidence required	Further information	Provided?
Vehicle registration document (V5c)	Provide a copy of all four pages of the vehicles v5c If the vehicle is registered to an authorised employee, director or trustee, you must provide proof of employment on business/ charity letter headed paper.	<input type="checkbox"/>
Vehicle insurance certificate	Provide a copy of the vehicle(s) current insurance certificate	<input type="checkbox"/>
Current MOT certificate	Provide a copy of the vehicle(s) current MOT certificate	<input type="checkbox"/>

Vehicle two (if applicable)

Please provide the details of the second vehicle you are applying to scrap:

Vehicle number plate	
Make	
Model	
Colour	

Tell us the payment option for vehicle two

Options	Payment value	Select (please tick)
Option one: Scrappage of pre-Euro 6 vehicle for frequent users of the CCZ	£3,500	<input type="checkbox"/>
Option two: Scrappage of pre-Euro 6	£3,500	<input type="checkbox"/>

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vehicle and purchase/ lease of Euro 6 replacement vehicle for Greater London based organisations		
Option three: Scrappage of pre Euro 6 vehicle and contribution towards running costs (including insurance) of an Electric Vehicle	£6,000	<input type="checkbox"/>

You must provide all the below evidence in relation to your current vehicle to proceed with your application.

Evidence required	Further information	Provided?
Vehicle registration document (V5c)	Provide a copy of all four pages of the vehicles v5c If the vehicle is registered to an authorised employee, director or trustee, you must provide proof of employment on business/ charity letter headed paper.	<input type="checkbox"/>
Vehicle insurance certificate	Provide a copy of the vehicle(s) current insurance certificate	<input type="checkbox"/>
Current MOT certificate	Provide a copy of the vehicle(s) current MOT certificate	<input type="checkbox"/>

Vehicle three (if applicable)

Please provide the details of the third vehicle you are applying to scrap:

Vehicle number plate	
Make	
Model	
Colour	

Tell us the payment option for vehicle three

Scheme Options	Payment value	Select (please tick)
Option one: Scrappage of pre-Euro 6 vehicle for frequent users of the CCZ	£3,500	<input type="checkbox"/>
Option two: Scrappage of pre-Euro 6 vehicle and purchase/ lease of Euro 6 replacement vehicle for Greater London based organisations	£3,500	<input type="checkbox"/>
Option three: Scrappage of pre Euro 6 vehicle and contribution towards running costs (including insurance) of an Electric Vehicle	£6,000	<input type="checkbox"/>

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You must provide all the below evidence in relation to your current vehicle to proceed with your application.

Evidence required	Further information	Provided?
Vehicle registration document (v5c)	Provide a copy of all four pages of the vehicles v5c If the vehicle is registered to an authorised employee, director or trustee, you must provide proof of employment on business/ charity letter headed paper.	<input type="checkbox"/>
Vehicle insurance certificate	Provide a copy of the vehicle(s) current insurance certificate	<input type="checkbox"/>
Current MOT certificate	Provide a copy of the vehicle(s) current MOT certificate	<input type="checkbox"/>

Next steps

Once you have a copy of your completed application form and any evidence, select the 'start/ continue application' button from the scrappage page at tfl.gov.uk/scrappage-scheme to submit your application.

You will then be directed to make an enquiry, where you should select the 'Scrappage application' category and upload your completed form and supporting documents.

You will also be able to access this enquiry form through your London Road User Charging account.

Once you have submitted your application form online, we will aim to process it within 10 working days. We will email you with the outcome of this stage one process and if you are successful, we will detail the procedure for stage two.

Please note: if any information given in this document is found to be fraudulent, TfL may seek recovery of the Grant Payment in accordance with the Scrappage Scheme Terms and Conditions (also available at tfl.gov.uk/corporate/terms-and-conditions/scrappage-scheme).

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By signing below I confirm:

- to the best of my knowledge that the information provided as part of this application form is correct and accurate at the time of submitting this

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application form and will inform TfL immediately if such information changes; and

- acceptance of the Scrappage Scheme terms and conditions

Print name:

Date:

Signed:

Please now go to page 16 and complete and sign the State aid de minimis declaration form to complete your application.

We can not assess your application if this not completed.

Stage two - Secondary eligibility check

If your application is successful we will send you details of the procedure for scrapping your vehicle and evidence to be provided to TfL. The information that will be required under stage two is outlined above in the scrappage grant payment options section of this document and in the terms and conditions. You should be aware of this information when submitting your stage one application form.

You will need to submit evidence for the secondary eligibility check within six months from the date TfL confirmed that you are eligible for this scheme. The evidence that we will need to see will depend on which scrappage scheme payment option(s) you have chosen.

We will only release your grant payment once we have received and verified all the required evidence as set out above.

State aid de minimis declaration form

TfL is considering giving the Recipient (as defined in the terms and conditions) de minimis aid under Commission Regulation (EC) No. 1407/2013 of 18 December 2013 on the application of Articles 107 and 108 of the Treaty on the Functioning of the European Union to de minimis aid (OJ L 352 (“the Regulation”) up to a maximum grant payment of £18,000 applicable Euro/Sterling exchange rate as set out at http://ec.europa.eu/budget/contracts_grants/info_contracts/inforeuro/index_en.cfm at the date that TfL confirmed in writing that an offer of an Grant Payment has been made in relation to the Scheme.

Under the Regulation, TfL is required to check whether the Recipient will have received more than €200,000 of de minimis aid within the Member State in question (i.e. the UK) in this fiscal year (based on your accounting year e.g. by reference to the Recipient’s accounting reference date) and in the previous two fiscal years when combined with the maximum grant payment sum detailed above which TfL is proposed to provide as de minimis aid. Please note if you as the Recipient is part of a group of companies your declaration needs to relate to funds received by all entities within that group for these purposes

Please note the Recipient does not need to include funding that it may have received under a scheme or individual award which has been notified to and approved by the European Commission or under the State aid General Block Exemption Regulation, unless such funding has been/is intended to be use by the Recipient in relation to the same costs as the proposed de minimis funding from the TfL.

How to complete this form

If the Recipient has (in this fiscal year or the two fiscal years prior to that) received any de minimis aid or public funding in respect of costs to which it is intending to apply the de minimis aid proposed to be provided to the Recipient by TfL (as detailed above), the Recipient must inform the TfL of details of such sums by completing the tables set out below.

If the Recipient has received no such funding please insert “None” in the Amount column in the relevant table(s).

Accordingly please complete and return this documents having signed and dated it and (where applicable) having completed the tables below.

If the Recipient does not return the document signed and dated (and provided detail of relevant funding, if any, as requested) then TfL will be unable to provide the Recipient with the proposed de minimis grant detailed above in relation to the Scheme.

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Provider of public funding/ de minimis aid ¹	Purpose	Amount (£)	Date

Amount (£) of other public funding applied/to be applied towards the <u>same costs</u> as the required funding provided by TfL de minimis aid	Provider of other funding	Date (if already granted)	State aid basis on which grant was given (i.e. measure under the General Block Exemption Regulation) ²

I confirm the above details are correct as at the date below.

Name	Position	Organisation	Signature	Date

¹ Including under Commission Regulation (EU) No 360/2012 of 25 April 2012 on the application of Articles 107 and 108 of the Treaty on the Functioning of the European Union to de minimis aid granted to undertakings providing services of general economic interest Text with EEA relevance (OJ L 114, 26.4.2012, p. 8–13) and the Regulation.

² Commission Regulation (EU) No 651/2014 of 17 June 2014 declaring certain categories of aid compatible with the internal market in application of Articles 107 and 108 of the Treaty OJ L 187, 26.6.2014, p. 1–78