

## Scrappage Scheme Application Form

To help you get your application right first time read the Scrappage Scheme application form guidance notes before filling it in. Complete all fields in CAPITAL letters to speed up your application.

### Section 1: Organisation contact details

Title	
First name	
Last name	
Position in business/charity	

### Section 2: Organisation details

If you are a **microbusiness**, complete section 2.1

If you are a **sole trader**, complete section 2.2

If you are a **charity**, complete section 2.3

#### Section 2.1: Microbusiness details

Registered business name	
Companies House registration number <u>or</u> VAT registration number	
Building name/number	
Street	
City or town	
Postcode	
Email address	
Phone number	

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### Section 2.2: Sole trader details

Sole trader name	
Building name/number	
Street	
City or town	
Postcode	
Email address	
Phone number	

You need to provide one proof that you are a sole trader from the list below.

Evidence required (one of the below required)	Provided? (please tick)
Tax return (last financial year)	<input type="checkbox"/>
Proof of business insurance or employers liability insurance	<input type="checkbox"/>
Proof of self-employment from HMRC	<input type="checkbox"/>
Proof of membership certificate from Federation of Small Businesses (FSB) or similar reputable trade or professional body.	<input type="checkbox"/>
Proof of a business bank account	<input type="checkbox"/>
Letter from accountant or solicitor confirming sole trader status (dated within the last 3 months)	<input type="checkbox"/>

### Section 2.3: Registered Charity details

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

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

For details of the Scrappage Scheme grant payment options see the Scrappage Scheme information and guidance notes.

#### Section 3.1: Number of vehicles

Enter the number of vehicles you are applying to scrap (maximum of three vehicles)	
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#### Section 3.2: First vehicle

Provide the details of the first vehicle you are applying to scrap:

Vehicle number plate	
Make	
Model	
Colour	

Tell us the payment option for vehicle one:

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

You need to provide the evidence below for this vehicle.

Evidence required	Further information	Provided? (please tick)
Vehicle registration document (V5c)	Provide a copy of <b>all four pages</b> of the vehicle's v5c	<input type="checkbox"/>
Current 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"/>

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### Section 3.3 – Second vehicle

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:

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

You need to provide the evidence below for this vehicle.

Evidence required	Further information	Provided? (please tick)
Vehicle registration document (V5c)	Provide a copy of <b>all four pages</b> of the vehicle's v5c	<input type="checkbox"/>
Current 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"/>

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### Section 3.4 – Third vehicle

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

You need to provide the evidence below for this vehicle.

Evidence required	Further information	Provided? (please tick)
Vehicle registration document (V5c)	Provide a copy of <b>all four pages</b> of the vehicle's v5c	<input type="checkbox"/>
Current 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"/>

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### Section 4: State aid de minimis declaration form

For further information about de minimis aid and public funding see the guidance notes.

If you have received any de minimis aid or public funding in the last three financial years, you must complete this section.

If you have not received any de minimis aid or public funding in the last three financial years, you can leave this section blank.

#### Section A: Public funding/de minimis aid

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

#### Section B: Other public funding applied to/be applied towards the same costs as the required funding provided by TfL

Amount (£) of other public funding	Provider of other funding	State aid basis on which grant was given (i.e. measure under the General Block Exemption Regulation) <sup>2</sup>	Date (if already granted)

<sup>1</sup> 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.

<sup>2</sup> 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

## Scrappage Scheme Application Form

### Section 5: Initial eligibility check declaration

By signing below I confirm:

- to the best of my knowledge that the information provided as part of this application form is accurate at the time of submitting this application form and will inform TfL immediately if such information changes;
- acceptance of the Scrappage Scheme terms and conditions;
- that I have declared any de minimis aid that I have received and completed as applicable the state aid de minimis declaration form in section 4; and
- If I have not completed the de minimis aid form I confirm I have not received any de minimis aid.

Print Name	
Organisation name	
Position in organisation	
Date	
Signature	

### Application checklist

Once you've completed this application form **tick the checklist below** to make sure you provided copies of **ALL** the evidence required.

<b>Application form</b> – all relevant fields completed	<input type="checkbox"/>
Evidence of sole trader status if applicable (see section 2.2)	<input type="checkbox"/>
For <b>each vehicle</b> you are applying to scrap: <ul style="list-style-type: none"><li>• Registration document (V5c)</li><li>• Current MOT certificate</li><li>• Current certificate of motor insurance</li></ul>	<input type="checkbox"/>
Provide proof of travel (i.e. delivery notices, job sheets) Only applicable if applying for options 1 and 3 and the 52 required journeys were made outside of Congestion Charge operational hours (6am – 7pm).	<input type="checkbox"/>