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INTRODUCTION

Thank you for your interest in the Scrappage Scheme for light vans and minibuses. You can apply to scrap, scrap and replace, or scrap and receive money towards running costs, for up to a maximum of three pre-Euro 6 vehicles. Organisations can only scrap one vehicle at a time. The application process is conducted in two stages. You will need to successfully pass both stages to be eligible for a grant payment from Transport for London (TfL).

The two stages are:

Initial eligibility checks – submission of the scrappage scheme application form and supporting evidence. You will need to tell us the details of the vehicle you are applying to scrap and specify your grant payment option as part of this initial stage. Once received, we will assess your eligibility for the scheme and let you know if your application has been successful.

Secondary eligibility checks – if your initial application is successful, we will email you with the procedure for scrapping your vehicle and replacing it, where applicable.

Important information before you start

Do not scrap your vehicle until you have received written confirmation from TfL that you have satisfied the initial eligibility checks. 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.

ORGANISATION ELIGIBILITY

The following organisations can apply for the scrappage scheme:

- **Micro business or small business** – see definitions below
- **Sole trader** – a self-employed person that owns and operates a business as an individual
- **Registered charity** – an entity registered with the Charities Commission

Micro business	Small business
<ul style="list-style-type: none">• 10 or fewer employees;• Up to £632k turnover or up to £316k balance sheet total in the preceding and current financial year;• Companies House registered as an active company or VAT registered	<ul style="list-style-type: none">• 50 or fewer employees;• Annual turnover must be not more than £10.2 million or the balance sheet total must be not more than £5.1 million;• Companies House registered as an active company or VAT registered

PAYMENT OPTIONS EXPLAINED

There are three scrappage scheme grant payment options available for light vans and minibuses, details of each can be found online at: tfl.gov.uk/van-minibus-scrappage.

You must ensure you will be able to meet both stage one and stage two eligibility checks to receive a grant payment. Detail of stage one eligibility and evidence required is set out on page five of this document, and detail of stage two eligibility and evidence required is set out on page seven of this document.

HOW TO COMPLETE THE APPLICATION FORM

You will need to download the light van and minibus scrappage scheme application form which can be found online at: tfl.gov.uk/van-minibus-scrappage.

Completing the form

Complete all relevant sections of the application form using CAPITAL letters.

Section 1.1 – Applicant details

- Enter details of the applicant applying to the scheme, including their position in the organisation. All correspondence regarding the application will be sent to the name and address on the London Road User Charging (LRUC) account, this may be different to the applicant

Section 1.2 – Organisation details

- Specify the type of organisation by placing a tick in the corresponding box (micro business, small business, sole trader or charity)
- Specify the full organisation name
- Where the organisation is a micro business or small business, specify the registered Companies House number or VAT registration number for the organisation - only one of these is required. This will be validated as part of your application and the address on your application should match the address details held by Companies House or VAT Registry. If the addresses are different you will need to provide a link between them, such as a utility bill in the name of your business at your application address
- Where the organisation is a charity, specify the registered charity number. This will be validated as part of your application and the address on your application should match the address details held by the Charities Commission. If the addresses are different you will need to provide a link between them, such as a utility bill in the name of your charity at your application address

Light van and minibus scrappage scheme application form guidance notes

- Where the organisation is a sole trader place a tick in the corresponding box. If you are a sole trader, you need to provide evidence that you operate as a sole trader. Refer to the list of acceptable evidence at the end of the application form and submit a copy of this evidence with your application

Important: if your application is successful, any grant payment will be made by cheque, payable to the named organisation (micro business, small business, sole trader or charity) on your application form.

- Specify the full postal address for the organisation. Complete all fields, being sure to include building name/number, street/road name, city/town and postcode
- Specify a valid, contact phone number
- Specify a valid, contact email address

Section 2 – Details of the vehicle you are applying to scrap

- Specify the type of vehicle by placing a tick in the corresponding box (light van or minibus)
- Specify the full number plate for the vehicle (vehicle registration mark (VRM))
- Specify the make of the vehicle
- Specify the model of the vehicle

Important: if the vehicle is registered to an authorised employee, director or trustee of the organisation, you must provide proof of employment on organisation letter-headed paper.

Section 3 – Scheme option you are applying for

- Specify the grant payment option you want to apply for by placing a tick in the corresponding box. Tick only one box.

Section 4 – Declaration

Before signing your application, read the terms and conditions carefully and in full - these are available at: tfl.gov.uk/van-minibus-scrappage. By signing the declaration, you are entering into a legally binding contract with TfL. Electronic signatures are not acceptable. Failure to comply with the terms and conditions might result in the proposed grant payment or a part of it not being paid and/or you being required to repay all or part of it. You must sign and date this section, applications cannot be processed unless this section is complete.

Light van and minibus scrappage scheme application form guidance notes

Important – State Aid De Minimis Declaration

If you or one of your group companies has received any de minimis aid or public funding in the current or preceding two financial years, you must also complete the separate State Aid (De Minimis) declaration form and include it with your scrappage scheme application submission.

If you or one of your group companies expects to receive any de minimis aid or public funding in the current financial year, you must also complete the separate State Aid (De Minimis) declaration form and include it with your scrappage scheme application submission.

If you or one of your group companies has not received any de minimis aid or public funding in the current or preceding two financial years, you don't need to complete the separate declaration form.

If required, this declaration form is available to download from: tfl.gov.uk/van-minibus-scrappage.

STAGE ONE – ELIGIBILITY CHECKS & EVIDENCE REQUIRED

Once you have completed the scrappage scheme application form and are ready to upload it, you will also need to provide the following evidence to support your application.

All applicants will need to provide copies of:

- Vehicle registration document (V5C)
- Current certificate of motor insurance
- Current MOT certificate

Sole traders also need to provide one of the following to confirm their status:

- Tax return (last financial year)
- Proof of a business bank account
- Proof of self-employment from HMRC
- Proof of business insurance or employers liability insurance
- Letter from accountant or solicitor confirming sole trader status (dated within the last three months)
- Proof of membership certificate from Federation of Small Businesses or similar reputable trade or professional body

If you are applying to scrap a ULEZ non-compliant vehicle, or to scrap a ULEZ non-compliant vehicle and replace with an electric vehicle, where the 26 required journeys were made outside of Congestion Charge operational hours (in the six months prior to 22 February 2019 these were 7am - 6pm, Monday - Friday) you will need to provide evidence of travel. This can include documents as such delivery invoices and job sheets.

HOW TO SUBMIT YOUR APPLICATION

1. Once you have a copy of your completed application form and all applicable evidence, you will need to visit: tfl.gov.uk/van-minibus-scrappage
2. Select the “Start Your Application” button and follow the instructions shown on screen

Important: where possible please upload your application form and supporting evidence as a single file, or as few files as possible. You do not need to upload a copy of these guidance notes with your application, they are for your reference only. If any information provided as part of your application is found to be fraudulent, TfL may seek recovery of the grant payment in accordance with the scrappage scheme terms and conditions, available at: tfl.gov.uk/van-minibus-scrappage.

WHAT HAPPENS NEXT?

Once you have submitted your completed application form online, we will aim to process it within 10 working days. We will email you with the outcome of your application and confirm whether you have met the requirements for the initial eligibility checks (stage one). If successful, we will detail the procedure for secondary eligibility checks (stage two).

STAGE TWO ELIGIBILITY CRITERIA

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

You will need to submit evidence for the secondary eligibility check within **six months** from the date TfL confirmed eligibility for this scheme. The evidence that we require will depend on your chosen scrappage scheme payment option.

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

STAGE TWO EVIDENCE REQUIRED

For all three grant payment options: you will need to provide evidence that your vehicle has been scrapped by an Authorised Treatment Facility (ATF), evidenced by a Certificate of Destruction (CoD) that you will receive from the ATF.

For grant payment options to scrap and replace, or to scrap and receive a running cost contribution for an electric vehicle you will also need to provide: evidence to confirm the replacement vehicle is a Euro 6 compliant light van or minibus and has been purchased, leased or hired. You will also need to provide the below evidence for your replacement vehicle:

- Vehicle registration document (V5C)
- Proof of purchase (i.e. sales invoice) for replacement vehicle, or
- Lease or hire agreement (if you have leased or hired a vehicle) which needs to be for a minimum of two years and leased or hired for business use and be in the name of the sole trader, micro business, small business, charity or authorised employee
- Current insurance certificate (business use) which should be in the name of the business, charity or authorised employee.

When replacing with an electric vehicle, you should also include your insurance schedule and premium

Important: it is your responsibility to make sure any replacement vehicle you intend to purchase, lease or hire is Euro 6 ULEZ compliant. Failure to do so may result in grant payment not being made.

REFUND OF ULEZ CHARGES

Successful applicants will be refunded any ULEZ charges paid for the scrapped vehicle during the three months after their application was submitted, providing they were paid via the Auto Pay service.