



Our Ref: NDR49

Your ref:

Ask for: Revenues Section

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Financial Services

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We welcome calls from Typetalk

Name:

Address:

Application for Village Shop Rate Relief – Local Government Finance Act 1998, Sections 42, 43, 47, 48, 58 and 143 and Section 49 Hardship Relief – Local Government Finance Act 1988,

**Please read the enclosed notes before completing this application.
Please use Black Ink.**

Name of company/ratepayer.....

Company's registered address and company no. (if applicable).....
.....

*Address of property, to which application applies.....
.....

What are the main objectives and purpose of the business?.....
.....

Is it a registered company? **YES/NO** (Please cross through answer which does not apply.)

If exempt from registration, please state why.....

What is the property* used for?.....

If the property is used by anyone else, or for any other purpose, please give details

Is the property owned
 leased
 other

(please tick)

How many people are employed at this property?.....

How long has the company been trading from this property?

Please tick to indicate which relief is applied for

Mandatory

Discretionary

Hardship

DECLARATION

I declare that the particulars given above are correct to the best of my knowledge and belief.

Name Signature

DatePosition in company

Please use the reverse for any additional information, which you think may be useful.

PLEASE REMEMBER TO PAY EXISTING INSTALMENTS WHILST YOUR APPLICATION IS BEING PROCESSED.

Hardship Relief – Local Government Finance Act 1988, Section 49

Charging authorities may reduce the amount payable of National Non Domestic Rate, both for occupied and unoccupied properties, if they are satisfied that:

1. The ratepayer would sustain hardship, if the Authority did not do so, **and**
2. It is reasonable to do so, having regard to the interests of the Council Taxpayers.

This means businesses, which can prove that, by being given relief from rates for a period, they would be able to continue trading, and, if they ceased trading, it would have a detrimental effect on the community (i.e. an essential outlet, which is the only one of its kind in the area, or a business which employs very large numbers of local people). By granting relief, the amount of Council Tax charged to the local Council Taxpayers to offset the amount of business rates that will not be collected, would not be excessive.

Braintree District Council's policy, which was made in January 1996 regarding hardship relief is:

Basic Allocation

1. The applicant is the only outlet of its type in the community and its trade is not available elsewhere within that community.
2. That it can demonstrate its existence is essential to the local community by performing more than one service (e.g. general stores, plus Post Office), or that the local community will be severely disadvantaged, if it did not exist.

Those businesses, which meet these criteria, will be awarded relief of 25%, which can be awarded annually upon review.

Higher Allocation

The applicant can show that its existence is under threat and that there is evidence of an intention to provide a service on a long term basis (e.g. copies of accounts for the past 3 years, plus, if appropriate, a business plan).

Those businesses, which qualify for the higher amount, would receive 100% in year 1, 75% in year 2, 50% in year 3 and 25% in year 4 and any subsequent years. Once granted, any relief would be reviewed annually to ensure continued qualification.

During this period, you are required to pay, as indicated on your bill. Failure to do so could result in recovery proceedings being commenced.

THESE NOTES ARE INTENDED FOR GUIDANCE ONLY.

Village Shop Rate Relief – Local Government Finance Act 1998, Sections 42, 43, 47, 48, 58 and 143

The basis of the scheme is that the occupier of a sole general or food store, or sole Post Office, designated within a settlement of less than 3,000 people and with a Rateable Value less than £8,500 used in the whole as a general store, food store or Post Office will qualify for 50% Mandatory Relief.

Other businesses with a rateable value of less than £16,500 can apply for Discretionary Relief under the scheme.

Should you wish the Council to consider granting Mandatory Relief, or additional Discretionary Relief as well as the Mandatory Relief under the Village Shop Rate Relief Scheme, or relief through the Discretionary part of the schemes, please complete and return the enclosed application form, together with:

- Copies of the last 3 years' audited accounts.
- A copy of your projected trading accounts for the current trading year.
- A copy of the current business plan.
- A list of directors.
- A copy of the Articles of Association.

Please also include any additional information, which you think may assist the Council in making a decision. The application may take several weeks to consider.

During this period you are required to pay as indicated on your bill. Failure to do so could result in recovery proceedings being commenced.

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