

Account Ref:

Non Domestic Rates Application For Discretionary Reduction

In order to grant this reduction the Council must be satisfied that:

- (a) the ratepayer would sustain hardship if the authority did not grant a reduction, and
- (b) it is reasonable for the authority to grant a reduction having regard to the interests of the local Council Tax payers

View the Council's [current policy for granting this type of relief](#).

To make your application please complete and return this form in full along with the additional evidence listed in section 15. If you need more space for any of the questions or if you have extra information to add please use additional sheets.

Upon receipt of a complete application the request will be passed to the Revenues Manager for consideration as soon as possible or presented to the Discretionary NDR Relief Panel for balances over £4,000.

If any relief is granted a revised demand will be issued showing the reduction to the charge and any overpayment created will be refunded.

You must continue to make payment of your Business Rates until you receive a revised demand. Should your application be unsuccessful you will be notified of this.

ALL SECTIONS TO BE COMPLETED BY ALL APPLICANTS

1. Address of property for which a reduction is being claimed

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2. Name of ratepayer

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3. Name and address of the owner of the property for which a reduction is being claimed

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4. Telephone number and email address to enable us to contact you if further information to assist your claim is required

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5. How is your business set up? E.g. Sole Trader, Partnership, Limited Company, Other (Please Specify)

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6. The nature of the business conducted

7. Does your business provide a unique service to the local community

✓ the appropriate box Yes No

If Yes, where is the nearest business providing the same service?

8. How many people does this business employ

9. What particular factors have led to your business suffering hardship and requiring a reduction? You need to demonstrate here that the hardship is temporary and will be relieved by one-off assistance

10. What measures are you taking to improve your situation

11. Financial information

Financial Information:

Date of latest accounts

Turnover £

Gross Profit £

Net Profit £

Net Assets £

Amount of any Drawings from the business £

Important

You **must** include with your application:

A full history of your business, plus a copy of the original business plan where available.

A cash flow forecast for a minimum of the next twelve months from the date of this application.

Your current and previous two years' audited accounts

Your last three months' bank statements

Details of your income and expenditure over the last three months not covered in your accounts

Failure to include these will delay your application.

- Copy of the organisation’s memorandum and articles of association (If it doesn’t have these, please provide any other documents which give details of the rules and constitution)
- Copies of the Organisation’s audited accounts for the latest financial year at the application date.
- Copies of any leaflets produced and distributed by the organisation about its activities.
- A copy of any membership application form in use together with membership fees charged over the last 3 year period and any conditions which are issued to applicants before joining.
- Any further information or financial documents which may be considered helpful for North Norfolk District Council to determine discretionary relief, including how the organisation benefits the residents of North Norfolk.

16. Subsidy Limits (Previously known as State Aid)

Ratepayers should satisfy themselves that any award of relief complies with the UK’s international subsidy control commitments. Full details can be found at: <https://www.gov.uk/government/publications/complying-with-the-uks-international-obligations-on-subsidy-control-guidance-for-public-authorities>

Providing discretionary relief to ratepayers is likely to amount to a subsidy. Any relief provided by Local Authorities will need to comply with the UK’s domestic and international subsidy control obligations (see the BEIS guidance for public authorities which explains the subsidies chapter of the UK-EU Trade and Cooperation Agreement (TCA), World Trade Organisation rules on subsidies, and other international subsidy control commitments).

Small Amounts of Financial Assistance Allowance

To the extent that a Local Authority is seeking to provide relief that falls within the Small Amounts of Financial Assistance Allowance, Article 364 of the TCA allows an economic actor (e.g. a holding company and its subsidiaries) to receive up to 325,000 Special Drawing Rights in a three-year period (consisting of the current financial year and the two previous financial years). To administer a subsidy under the Small Amounts of Financial Assistance Allowance it is necessary for the Local Authority to establish that the award of subsidy will not result in the economic actor having received more than the equivalent of 325,000 Special Drawing Rights ~~£343,000~~ of subsidy under the Small Amounts of Financial Assistance Allowance.

16. Has the business received any other assistance in the last three years that would be subject to subsidy limits?	
✓ the appropriate box	Yes <input type="checkbox"/> (please provide details of the amounts and awarding bodies)
	No <input type="checkbox"/>

Declaration

I believe that the information given on this form is correct.

I understand that the Revenues department in order to protect the public funds that they handle may use the information provided on this form to prevent and detect fraud.

The Revenues Division may also share this information for the same purpose with other organisations which handle public funds.

I also understand that whilst this application for a reduction is pending I am not entitled to withhold payment of Non Domestic Rates due to the Council and that statutory recovery processes will continue in the event of non payment.

Signed.....Date.....

Capacity in which signed.....

Please print name.....

Telephone Number.....

Email Address.....