

DISCRETIONARY RATE RELIEF – APPLICATION FORM AND REQUEST FOR ACCOUNTS

VILLAGE SHOPS, POST OFFICES AND OTHER BUSINESSES

Certain types of properties in a rural settlement with a population below 3,000 may be entitled to relief. The property must be the only general store, the only post office or a food shop and have a rateable value of less than £8,500 or the only public house or the only petrol station and have a rateable value of less than £12,500. The property has to be occupied.

An eligible ratepayer is entitled to a relief at 50% of the full charge. In addition, up to a further 50% Discretionary relief may be granted if it is the only store or post office in the area

If you wish to apply for relief, please complete and return the application form and return it to the address at the top of this page together with copies of your latest audited accounts.

No rate relief will be granted unless the Council receives these documents.

Given the financial pressures on the Councils budget, the amount of Discretionary relief, if previously granted, may not be sustainable at the same percentage, and you should be aware that these amounts may vary in the future.

Full Name of Ratepayer	
Address of Ratepayer	
Non-Domestic Rate Account Number	
Situation of Business premises	
Description of Business	
PARTICULARS IN SUPPORT OF CLAIM	
What range of products or service does the shop/post office/business offer to the village?	
Opening hours of shop/post office/business?	
Number of employees full and part time?	

Does the shop have a sub post office facility?	YES / NO
Are pensions paid at the sub post office?	YES / NO
Does the shop/business offer a local delivery service?	YES / NO
Does the shop/business provide any other local service?	YES / NO
If YES, please provide details of the service	
Distance of nearest alternative facilities	
Availability of public transport from village to alternative facilities — for elderly and nonmobile members of the village community	
Please state why the closure of this business through financial hardship would be severely detrimental to the local community (Continue on a separate sheet if necessary)	

DECLARATION

I declare that the information given on this form is complete and accurate to the best of my knowledge. **REMEMBER, if you give false information you may be prosecuted.**

In order to protect public funds, the Council may use the information you have provided on this form to prevent and detect fraud. The Council may also share this information, for the same purposes, with other organisations which handle public funds.

Full Name (Block Capitals)	
Signature	
Date	
Telephone	

Please Note: All completed applications should be accompanied by copies of the previous two years audited accounts and balance sheets.

Information will only be used by Horsham District Council and its employees in accordance with the Data Protection Act 2018. The Council will not supply information to any other organisation or individual except to the extent permitted by the Data Protection Act and which is required or permitted by law in carrying out any of its proper functions.