

Southend-on-Sea Borough Council

Finance and Resources Service

Joe Chesterton Strategic Director (Finance & Resources)



NON-DOMESTIC RATES – APPLICATION FOR SUPPORTING SMALL BUSINESS RATES RELIEF

At the Spring Budget 2017, the Chancellor announced that a scheme of Relief would be made available to those ratepayers facing large increases as a result of the loss or reduction of Small Business or Rural Rate Relief.

The Transitional Relief Scheme does not provide support in respect of changes in Reliefs. Therefore, those ratepayers who are losing some or all of their Small Business or Rural Rate Relief may be facing very large percentage increases in bills from 1 April 2017.

To support these ratepayers, the Supporting Small Businesses Relief will ensure that the increase per year in the bills of these ratepayers is limited to the greater of:

- A cash value of £600 per year (£50 per month)
- The matching cap on increases for small properties in the transitional relief

The scheme will be available to eligible **occupied** properties.

As with all reliefs, the amount of relief awarded under the Supporting Small Businesses relief scheme should be recalculated in the event of a change of circumstances. This could include, for example, a backdated change to the rateable value or the hereditament. This change of circumstances could arise during the year in question or during a later year.

The award of this relief must comply with EU law on State Aid. The application form requires you to confirm that you have not received any other State Aid that exceeds in total €200,000, including any other Business Rate Reliefs that you are being granted for premises other than the one to which this declaration and letter relates, under the De Minimus Regulations EC 1407/2013.

Under the European Commission rules, you must retain this for three years and produce it on any request by the UK public authorities or the European Commission (you may need to keep this letter longer than three years for other purposes). Furthermore, information on this aid must be supplied to any other public authority or agency asking for information on 'De Minimum' aid for the next three years. Further information on State Aid law can be found at <https://www.gov.uk/guidance/state-aid>.

If you feel you may be entitled to this relief, please complete the details overleaf and return to: Business Rates Section, Southend-on-Sea Borough Council, Civic Centre, Victoria Avenue, Southend-on-Sea, Essex. SS2 6ER.

Southend-on-Sea Borough Council
Non-Domestic Rate (Occupied Properties Only)
Application for Supporting Small Business Rates Relief

Account details for which relief is being claimed:

Account Reference :

Name of Ratepayer :
(As shown on your Business Rate Bill)

Trading As Name :

Full address of property for which Supporting Small Business rates Relief is sought:

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Please confirm that your company or business has **not** received more than €200,000 in state aid in the last three years:

Should your circumstances change and you no longer meet the qualifying criteria, you must notify us so that the Supporting Small Business Rates Relief can be reviewed from the date the change occurred.

Please note (warning), the ratepayer must sign the application. Where, for example, the ratepayer is a company or partnership, it should be signed by a director of that company or one of the partners, and the person signing should state his or her capacity (official position).

Declaration : Before signing and returning this form, please read all the information, and ensure that the following declaration statements have been read and agreed.

- I/We declare the information given on this form is correct and complete.
- I/We authorise Southend-on-Sea Borough Council to make any necessary enquiries to verify the information on this form, within the terms of the Data Protection Act 1998.
- I realise it is a criminal offence for a ratepayer to give false information when making an application for Supporting Small Business Rate Relief and may result in criminal prosecution.

This authority is under a duty to protect the public funds it administers, and to this end may use the information you have provided on this form for the prevention and detection of fraud. It may also share this information with other bodies responsible for auditing or administering public funds for these purposes.

I confirm that I am authorised to sign on behalf of :

Name :

Signature :

Date :

Official Position (capacity) :

Telephone Number :

Email Address :

Please send this form (fully completed) to Southend-on-Sea Borough Council Finance and Resources Service; Business Rates, Civic Centre, Victoria Avenue, Southend-on-Sea, Essex, SS2 6ER