

Discretionary Rural Rate Relief Application form



Business Rates Team
Torrige District Council
Riverbank House
Bideford
EX39 2QG
www.torrige.gov.uk

Tel: 01237 428700
Email: business.rates@torridge.gov.uk

Date:

Account ref:

Dear Sir / Madam

It is important that you complete this application form in full as any decision to award relief will be based strictly on the information that you provide in the form.

If you require any further information or assistance on how to complete the application form, please refer to the enclosed guidance notes and frequently asked questions information sheet or telephone the business rates team on 01237 428700

Yours faithfully
Business Rates team

Privacy Notice

Torrige District Council collects stores and processes your personal information in accordance with the requirements of the General Data Protection Regulation (Regulation (EU) 2016/679) and Data Protection Act 2018.

Our lawful basis has been determined as:

Legal Obligation – processing is necessary for us to comply with the law

Personal information provided on this form may be shared with other council services where this assists in the delivery of those services.

Personal information provided on this form may be shared with third parties where we are legally obliged to do so, or where this is necessary to enable us to provide the service requested.

To view our full privacy policy including information on your rights, how to contact the Data Protection Officer, data retention information, more detail on information sharing and how to provide feedback or make a complaint, please see the privacy pages of our website

Website: <http://www.torrige.gov.uk/privacynotice/>

Alternatively, a full copy of our privacy policy can be viewed at our main office or a copy can be requested by writing to the Data Protection Officer at Riverbank House, Bideford, Devon, EX39 2QG.

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Discretionary rural rate relief application form

To fill in the form and apply for Discretionary Rural Rate relief from business rates, please read the guidelines and criteria notes and then fill in the form. The form is split into three sections.

- Section A - Organisation and property details
- Section B - About Your Business
- Section C - Declaration

Please continue and answers on a separate sheet if there is not enough room on the form.

Please return this application together with your last 2 years accounts to:

Business Rates Team
Torridge District Council
Riverbank House
Bideford
Devon EX39 2QG

If you need any advice or assistance to complete this form then please

- Telephone us on 01237 428700
- Email us at business.rates@torridge.gov.uk



Section A—Organisation and property details

Please complete this section about the property that you want to claim relief for and the organisation that occupies it.

Account reference

Property reference

Organisation
Name, title, or trading name of business applying for relief

Premises
Address of property for which relief is claimed

Please detail the type of goods or services provided
Please continue on a separate sheet if necessary

Contact
Name of contact

Daytime telephone number

Fax Number

Email Address

For Office use only





Section B - About your business

Does anyone in your rural settlement area provide the above goods / services in full or in part?

Yes No

How many miles (approx) is the nearest similar business to yourself?

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Please specify the name of that business

How many full time equivalent employees do you employ, if any?

Is your parish / village serviced by a regular public transport service?

Yes No

How many days does the service run to a main town, eg Bideford, Torrington, Holsworthy etc and how many times per day?

Less than once per day

Once per day

More than once a day

What are the opening hours per day?

Less than 8 hours per day

Between 8 & 12 hours per day

More than 12 hours per day



Section B - About your business *continued*

How long have you operated the business at the above address?

Under 5 years

Over 5 years

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Have you expanded the services offered to your customers since opening the business?

Yes

No

Are you planning to develop or expand your business?

Yes

No

Has the closure of the post office in your rural settlement area (if applicable) affected your business and resulted in different services being provided?

Yes

No

Your Finances

Although the granting of discretionary rural rate relief is not dependant on financial circumstances, you are asked to submit a financial statement in support of your application, essentially your most recent audited accounts and recent monthly trading figures. If you are developing / expanding your business a business plan must be provided.

Please state the financial details enclosed by ticking the relevant boxes:

Audited accounts

Monthly trading figures

Business plan



Section C - Declaration

I agree to continue paying my business rates in full on the due dates until I am informed whether my application has been successful.

I declare that to the best of my knowledge in information given on this form is true and complete.

I will undertake to inform the Council immediately should the circumstances change.

I accept that the Council may make enquiries and may need to inspect the premises to verify that the business qualifies for this relief.

I understand that information on this form may be used in connection with other Council Services. It may be matched against data held by this authority in respect of other grants and awards I have applied for.

Name (In capitals)	<input type="text"/>
Signature	<input type="text"/>
Position held in organisation	<input type="text"/>
Telephone Number	<input type="text"/>
Email address	<input type="text"/>
Date	<input type="text"/>

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