

Discretionary Rate Relief on the grounds of hardship

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 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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Hardship rate relief application form

How to fill in the form and to apply for Hardship rate relief relief from business rates, please read the guidelines and criteria notes and then fill in the form. The form is split into two 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
Torrige District Council
Riverbank House
Bideford
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 relief for and the organisation that occupies it.

Account reference

Property reference

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

Nature of Business
Please give full details

Premises
Address of property for which relief is claimed

Contact
Address for correspondence (if different from above)

Name of contact

Daytime telephone number

Fax Number

Email Address

For Office use only





Section B - About your business

How many people are employed by the business

Full Time?

Part Time?

How many of these employees live in the district of Torrige?

Please explain why hardship relief is being sought

(use additional paper if necessary)

Eg

- Factors that have caused a loss of trade or business
- Details of any special amenities provided by the business for the local community
- Period of time affected - please show when the situation commenced and how long this situation is likely to remain

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Section B - About your business *continued*

Supporting comments to justify to taxpayers of the district why relief should be granted

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Section C - Declaration

I confirm that to the best of my knowledge the information provided to support my claim for hardship relief is accurate.

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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