



Non-Domestic Rates

Supporting Small Businesses Relief Scheme Application Form

Relief is awarded under section 47 of the Local Government Finance Act as amended by the Localism Act 2003 and is subject to State Aid de minimis limits.

Account Reference

Property Reference

Rateable Value

The Government announced a new relief scheme for ratepayers facing large increases in their non-domestic rates bills because of the loss of Small Business or Rural Rate Relief following the 2017 Revaluation. Under this scheme, eligible ratepayers will have the increase in their rates bills limited to the greater of either, a percentage increase of 5% plus inflation, or a £600.00 cap on the 2016-17 rates bill.

The relief will remain in place for either five years, or until you reach the bill you would have paid without the scheme.

An award of relief under this Scheme constitutes State Aid. In order to comply with the law and confirm your entitlement to this relief, can you please complete the sections below and the declaration overleaf, and return a signed copy to the address on the back of the form or by email to; business.rates@torridge.gov.uk

APPLICATION FOR SUPPORTING SMALL BUSINESSES RATE RELIEF SCHEME	
a) Full name of ratepayer/owner	<input style="width: 100%; height: 30px;" type="text"/>
b) Full address of the property for which relief is claimed	<input style="width: 100%; height: 60px;" type="text"/>
c) Address for correspondence (if different to above)	<input style="width: 100%; height: 60px;" type="text"/>

STATE AID DE MINIMIS DECLARATION			
Amount of de minimis aid	Date of aid	Organisation providing aid	Nature of aid
£	1 April 2017 – 31 March 2018	Local Authorities (for supporting Small Business Relief you do not need to specify the names of individual authorities)	Supporting Small Business Relief
<input style="width: 100%; height: 30px;" type="text"/>	<input style="width: 100%; height: 30px;" type="text"/>	<input style="width: 100%; height: 30px;" type="text"/>	<input style="width: 100%; height: 30px;" type="text"/>
<input style="width: 100%; height: 30px;" type="text"/>	<input style="width: 100%; height: 30px;" type="text"/>	<input style="width: 100%; height: 30px;" type="text"/>	<input style="width: 100%; height: 30px;" type="text"/>

DECLARATION

Please ensure you have read the separate guidance notes carefully and have answered all of the questions before signing the declaration.

I confirm that:

- I am authorised to sign this form on behalf of the ratepayer/owner named overleaf.
- The form is completed correctly, to the best of my knowledge and belief.
- The ratepayer/owner named overleaf shall not exceed its De Minimis threshold by accepting this relief.

Signed	
Name of business	
Position in organisation	
Telephone number	
Email address	
Date	

Privacy Notice

Torridge 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.torridge.gov.uk/privacypolicy>

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.

Please return your completed form to:

**Business Rates Team
Riverbank House
Bideford
Devon EX39 2QG
Telephone 01237 428700 Email business.rates@torridge.gov.uk**