



## Non-Domestic Rates Application Form for Discretionary Rate Relief

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.

<b>Account Reference</b>	
<b>Property Reference</b>	
<b>Rateable Value</b>	

In accordance with the Government's announcement in the 2017 Spring Budget, a discretionary relief fund was made available to billing authorities to support businesses adversely affected by the revaluation.

Following the award of discretionary rate relief for 2017-18 consultation, the Council has agreed the policy as follows:

- The ratepayer must be facing an ongoing increase in their rates bill from 1 April 2018, following the 2017 revaluation.
- The Business must not be national, or multi-national, but a local business, which for the purposes of this relief, are those that are based within the Devon area.
- The property must be occupied.
- The relief for 2018-19 will be 50 per cent of the amount awarded in 2017-18

If you wish to apply please complete this application form as soon as possible and email to [business.rates@torridge.gov.uk](mailto:business.rates@torridge.gov.uk). We can also accept postal applications returned to the Business Rates team at the address on the back of this form.

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 overleaf.

Further information about state aid can be found on the Gov.UK website at the following link <https://www.gov.uk/guidance/state-aid>

<b>APPLICATION FOR DISCRETIONARY RATE RELIEF SCHEME</b>	
a) Full name of ratepayer/owner	
b) Full address of the property for which relief is claimed	
c) Address for correspondence (if different to above)	

## STATE AID DE MINIMIS DECLARATION

This award shall comply with the EU law on State Aid on the basis that, including this award, the ratepayer/owner named overleaf shall not receive more than €200,000 in total of De Minimis aid within the current financial year or the previous two financial years.

Please list all previously received De Minimis aid below; including the total amount of this and any other rate relief you are being granted.

Amount of de minimis aid	Date of aid	Organisation providing aid	Nature of aid
£			

## 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	

Please return your completed form to: **Business Rates Team**  
**Riverbank House**  
**Bideford**  
**Devon EX39 2QG**  
Telephone 01237 428700 Email [business.rates@torridge.gov.uk](mailto:business.rates@torridge.gov.uk)

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/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.