**NORTH NORFOLK DISTRICT COUNCIL**

HOLT ROAD CROMER NORFOLK NR27 9EN

Telephone 01263 516071

[www.northnorfolk.org](http://www.northnorfolk.org)

**National Non-Domestic Rates**

**Mandatory Application for Rural Rate Relief**

**Please complete in black ink and return to address above**

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| Account Ref: |

**All Sections to be Completed by all Applicants**

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| 1. Address of property for which relief is being claimed |
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| 1. Name of ratepayer |
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| 1. Name and address of the owner of the property for which relief is being claimed |
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| 1. Telephone number and email address to enable us to contact you if further information to assist your claim is required |
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| 1. Name and address to be used for correspondence regarding this application. (Please notify us of changes e.g. after an AGM) |
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| 1. Please state what the premises are used for |
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| 1. Is this the only business of the above nature within your rural settlement |
|  the appropriate box Yes No |

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| 1. Please list details of the type of goods sold from the premises |
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| 1. Do you operate a delivery service if appropriate to local residents |
|  the appropriate box Yes No |

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| 1. How many employees do you have |
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| 1. Are any of your employees from you local rural settlement |
|  the appropriate box Yes No  If Yes, please state how many |

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| 1. Roughly what proportion of your total business outgoings are your Business Rates |
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| 1. What are your usual opening hours |
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| 1. Please write briefly in your own words why you believe your business is of benefit to the local community. (Please use a separate sheet of paper if required) |
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| 1. What would happen to the village service if you closed |
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**Data Protection and Fraud Prevention**

The information given on this form may be held on computer to enable the Council to meet its statutory duties. We may use the information you have provided to prevent and detect fraud. We may also share this information with other Councils or agencies that handle public funds.

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| **Declaration** |

I believe that the information given on this form is correct.

I understand that the Non Domestic Rates department in order to protect the public funds that they handle may use the information provided on this form to prevent and detect fraud.

The Revenues Division may also share this information for the same purpose with other organisations which handle public funds.

Signed……………………………………………Date………………………..

Please print name……………………………………………………………...

Telephone Number………………………………………………….

Email Address……………………………………………………….

**If you wish to apply for top up Discretionary Rate Relief please contact the Business Rate Tem and request the separate Discretionary rate relief application form.**