

## **National Non-Domestic Rates Application for Hardship Relief**

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

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Account Ref:
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<b><u>ALL SECTIONS TO BE COMPLETED BY ALL APPLICANTS</u></b>
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1. Address of property for which relief is being claimed

2. Name of ratepayer

3. Name and address of the owner of the property for which relief is being claimed

4. Telephone number and email address to enable us to contact you if further information to assist your claim is required

5. How is your business set up? E.g. Sole Trader, Partnership, Limited Company, Other (Please Specify)

6. The nature of the business conducted

7. Does your business provide a unique service to the local community

✓ the appropriate box    Yes ☐    No ☐

If Yes, where is the nearest business providing the same service?

8. How many people does this business employ

9. What particular factors have led to your business suffering hardship?  
You need to demonstrate here that the hardship is temporary and will be relieved by one-off assistance

#### 10. What measures are you taking to improve your situation

#### 11. Financial information

Financial Information:

Date of latest accounts

Turnover £

Gross Profit £

Net Profit £

Net Assets £

Amount of any Drawings from the business £

#### **Important**

You **must** include with your application:

A full history of your business, plus a copy of the original business plan where available.

A cash flow forecast for a minimum of the next twelve months from the date of this application.

Your current and previous two years' audited accounts

Your last three months' bank statements

Details of your income and expenditure over the last three months not covered in your accounts

**Failure to include these will delay your application.**

12. Any other financial information

13. Any other comments or supporting information you feel relevant

**14. We are unable to process an application for Discretionary Relief without this Supporting documentation.**

- Copy of the organisation's memorandum and articles of association (If it doesn't have these, please provide any other documents which give details of the rules and constitution)
- Copies of the Organisation's audited accounts for the latest financial year at the application date.
- Copies of any leaflets produced and distributed by the organisation about its activities.
- A copy of any membership application form in use together with membership fees charged over the last 3 year period and any conditions which are issued to applicants before joining.
- Any further information which may be considered helpful for North Norfolk District Council to determine discretionary relief. Including how the organisation benefits the residents of North Norfolk.

View the Council's current [hardship relief policy](#) for granting this type of relief.

## **Notes :-**

### **Bodies entitled to Discretionary Relief of Rates**

Under the provision of the Local Government Finance Act 1988, discretionary relief can be granted in the following case:

- a) Where the ratepayer is a charity and the hereditament is wholly or mainly used for charitable purposes;
- b) Where the property is wholly or partly occupied for the purpose of one or more institutions or other organisations none of which is established or conducted for the profit and each of whose main objects are charitable or otherwise philanthropic or religious or concerned with education, social welfare, science, literature or the fine arts;
- c) Where the property is wholly or mainly used for the purposes of recreation, and all or part of it is occupied for the purposes of a club, society or other organisations not established or conducted for profit.

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## 15. State Aid: Explanatory Notes

State Aid refers to financial support from a public or publicly-funded body given to organisations, which has the potential to distort competition and affect trade between member states of the European Union. Providing discretionary relief such as Retail Relief to ratepayers might, depending on the circumstances, amount to State Aid.

State Aid is generally prohibited by European Community rules. However, there are exceptions to this. Some financial aid is allowed under the 'de minimis' rules, if the total amount of funding received by an organisation does not exceed a prescribed limit. Currently, funding over a three year period must not cumulatively exceed €200,000 (including the current and two previous financial years).

Government will not fund any relief that would lead to the de minimis limit being exceeded with respect to any ratepayer. In cases where the limit would be exceeded, reliefs will not be granted or only granted up to the de minimis limit.

16. Have you received any other De Minimis State Aid (including Retail Relief) on the property other than the one stated above

✓ the appropriate box Yes ☐ (please complete the De Minimis declaration below and sign this form)

No ☐ (you do not need to complete the De Minimis declaration but must sign this Form)

## **‘DE MINIMIS’ DECLARATION**

This award shall comply with the EU law on State Aid on the basis that, including this award, **(organisation name)** shall not receive more than €200,000 in total of De Minimis aid within the current financial year or the previous two financial years.

The De Minimis Regulations 1407/2013 (as published in the Official Journal of the European Union L352 24.12.2013) can be downloaded at:

<http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=OJ:L:2013:352:0001:0008:EN:PDF>.

Please list all previously received De Minimis aid below, including the total amount of this and any other Retail Relief you are being granted (please use additional paper if required).

<b>Amount of De Minimis aid</b>	<b>Date of aid</b>	<b>Organisation providing aid</b>	<b>Nature of aid</b>

Signed ..... Name (in capitals).....

Capacity in which signed.....

Telephone Number.....

Email Address.....

Fax Number.....

### **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.

## 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.....