

**BUSINESS RATE DISCRETIONARY RELIEF SCHEME 2017/18
APPLICATION FORM**

1. Account reference number (as shown on your bill): _____
2. Name of Ratepayer : _____
3. Telephone number: _____
4. Email Address: _____
5. Address of the property you are applying for the discretionary relief for:

6. Were you or your business occupying the premises on 31st March 2017? Yes No
7. Is your rateable value between £15,000 & £200,000? (this will be on your business rates bill) Yes No
8. Do you have more than two business premises? Yes No
 - a) If you have two business premises, are their combined rateable values more than £400,000? Yes No
 - b) Please provide the address of your 2nd business _____

9. Does your business fall into the excluded categories? (refer to the qualifying criteria) Yes No
10. Has your business received more than €200,000 in State Aid within the current or previous two financial years?
Yes No

This application must be signed. Where the ratepayer is an individual, they must sign it personally. In any other case, a person with designated authority, for example a director of a limited company, must sign. We do not accept applications signed by agents.

Declaration:

I wish to apply for the discretionary relief scheme and by signing this application, I agree that the information provided is true to the best of my knowledge and belief.

Wilfully making a false statement on the application form is an offence and may result in legal action being taken against you.

Signature of ratepayer or authorised person _____

Print name: _____ **Date:** ____/____/____

Capacity in which signed:

Sole Trader **Director** **Partner** **Other** _____
(please state capacity)

The closing date for your application to reach us by is 31st January 2018

Please return by either scanning the signed form onto an email and emailing businessrates@lbhf.gov.uk or by posting to H & F Direct, 1st Floor, Town Hall Extension, King Street, London, W6 9UU

Director for Residential and Business Satisfaction:
Belinda Black