



APPLICATION for REDUCTION OR REMISSION OF BUSINESS RATES ON THE GROUNDS OF HARDSHIP

Section 49 of the Local Government Finance Act 1988 gives the Council the discretion to reduce or remit the payment of rates where:

- (i) it is satisfied that the ratepayer would sustain hardship if it did not do so; **and**
- (ii) it is reasonable for the Council to do so having regard to the interests of Rushmoor's council tax payers.

In order that your application may be considered, please answer all of the questions below, give the grounds for your application and explain why you feel your business benefits the local community.

PLEASE COMPLETE IN BLACK INK

Rate Reference Number:

(You may find this on your rate bill)

Ratepayer's Name:

Address of Rated Premises:

Description of Rated Premises:

(You may find this on your rate bill)

Rateable Value:

(You may find this on your rate bill)

PLEASE ANSWER **ALL** OF THE FOLLOWING QUESTIONS AS FULLY AS POSSIBLE

If a question does not apply to you write "Not Applicable" in the space provided for your answer – do not leave any answer spaces blank.

Trading Status

1. The business is/was a **sole trader / partnership / limited company** (delete as appropriate)

2. Full name(s) of the ratepayer(s) (eg. Mr John Ian Smith or Leantimes Ltd - NOTE: If a partnership, list all partners)

3. Trading name of the business (eg. T/A Repartee)

4. Type of business (eg. sandwich bar, florist, hairdresser, etc.)

5. How long has the business been established?

6. Are you still trading? **YES / NO** If no, please give date trading ceased
(delete as appropriate)

7. Date that all stock & equipment were removed from the premises

8. Do you own the property? **YES / NO** If yes, please give date of purchase
(delete as appropriate)

9. If leasehold, date commenced date ended or due to end

10. If lease has ended, how did it end? (eg. not renewed, repossessed, etc.)

11. If leased or rented, please give name and address of the landlord/agent

12. Please give details of rent payable
£ **weekly / monthly / quarterly / annually** (delete as appropriate)

13. Are you in arrears with the rent? **YES / NO** If yes, please state amount **£**
(delete as appropriate)
You must supply documentary evidence of these arrears

14. If you have a mortgage on the premises, please provide the following details
Amount of mortgage **£** Date granted
Period of repayment: From To
Monthly repayment **£**
Are you in arrears with repayment? **YES / NO** If so, how much? **£**
(delete as appropriate)
You must supply documentary evidence of these payments and arrears

How Is (Or Was) The Business Funded?

15. Personal capital invested (amount) **£**

16. Bank loans **£** Monthly Repayment **£**
Period of repayment: From To
(If you had more than one bank loan, please provide details on a separate sheet)

17. Private loans **£** Monthly Repayment **£**
Period of repayment: From To
(If you had more than one private loan, please provide details on a separate sheet)

18. Other investment / source of loan (please provide full details, including repayments, etc.)

If any of the loans described in questions 15, 16 & 17 are still outstanding, you must supply documentary evidence

19. If you receive any state aid or grant, please state amount received and from whom

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20. Details of any significant debts owed by the business (eg. gas, electricity, rent, VAT, suppliers, etc)

You must supply up-to-date documentary evidence of these debts

21. A copy of audited accounts for the last two years **MUST** be enclosed with this form. Your application will not be processed without these accounts.

Personal Circumstances (including partner's) – unincorporated businesses only

(Limited companies, clubs, etc, please go to Question 30)

22. Details of actual weekly/monthly income and expenditure for yourself and your partner

Are the figures you are providing **weekly or monthly** ? (delete as appropriate)

<u>Income</u>	<u>£</u>	<u>Expenditure</u>	<u>£</u>
Your wage/salary	<input type="text"/>	Gas	<input type="text"/>
Partner's wage/salary	<input type="text"/>	Electricity	<input type="text"/>
Unemployment benefit	<input type="text"/>	Water	<input type="text"/>
Social Services benefits	<input type="text"/>	Telephone	<input type="text"/>
Child benefit	<input type="text"/>	Council Tax	<input type="text"/>
Other benefits (state type)	<input type="text"/>	Rent/Mortgage	<input type="text"/>
Pensions	<input type="text"/>	Housekeeping	<input type="text"/>
Other income (please specify)	<input type="text"/>	Fares/Fuel	<input type="text"/>
	<input type="text"/>	Life/accident insurance	<input type="text"/>
	<input type="text"/>	Property/contents insurance	<input type="text"/>
	<input type="text"/>	Other expenditure (please specify)	<input type="text"/>
	<input type="text"/>		<input type="text"/>
TOTAL INCOME	<input type="text"/>	TOTAL EXPENDITURE	<input type="text"/>

You must supply up-to-date documentary evidence of your income and expenditure

Note: If there is a deficit, ie Income is less than Expenditure, a full explanation must be given as to how this is met.

22. Please provide details of your savings, cash and share holdings, etc

You must supply up-to-date documentary evidence of these

23. Marital Status: Your age:

24. Details of dependants (eg. children - please state their age and circumstances)

25. Your Home Address

26. Is this address you have given in question 24 the marital home? **YES / NO**
(delete as appropriate)

27. If you own your home, when did you buy it?

Purchase price £ Current market value £

28. Do you own any other property? **YES / NO** If yes, please give details
(delete as appropriate)

29. Please provide details of any health problems which have affected you or your partner's ability to work

Other Information

30. What factors have affected your trade which have resulted in this application?

(if necessary, continue on a separate sheet)

31. For what period do you want this application to apply?

32. If you are still trading, do you intend to continue to trade? **YES / NO**
(delete as appropriate)

33. Please give the reason for your application

(if necessary, continue on a separate sheet)

34. Please explain why you consider your business benefits local taxpayers

[Large greyed-out area for providing an explanation, consisting of multiple horizontal lines.]

(if necessary, continue on a separate sheet)

DECLARATION

I confirm that all information given in this form is true to the best of my knowledge and belief. I understand if any information that I give is found to be inaccurate, my application will be disqualified.

Signature: [greyed-out] **Date:** [greyed-out]

Name: (please print in block capitals) [greyed-out]

E-Mail Address: [greyed-out]

Daytime Telephone Number: [greyed-out]

Please check that you have fully answered all of the questions in this application form and have enclosed all of the necessary documentary evidence before returning it to:

**Local Taxation Section
Rushmoor Borough Council
Council Offices
Farnborough Road
Farnborough
Hampshire GU14 7JU**

Tel: 01252 398 330
e-mail: businessrates@rushmoor.gov.uk

Privacy Notice – Business Rates

1. Identity of the Data Controller and contact details

Rushmoor Borough Council is the data controller for the personal information you provide. You can contact the Council by phone on 01252 398331, via email to businessrates@rushmoor.gov.uk or by writing to us at Council Offices, Farnborough Road, Farnborough GU14 7JU. You can contact the Council's Data Protection Officer at data.protection@rushmoor.gov.uk

2. What we need your information for and the legal basis for it

We need your information to administer and change the details of your business rates account. The law allows us to use your personal information in this way as carrying out responsibilities under the Local Government Finance Act 1998 is one of the Council's public tasks.

3. Use for any other purposes

If we need to use your information for any other purpose, we will normally inform you before using it, unless we believe you know about the new purpose already or there are legal reasons that prevent us from telling you.

4. Will you pass my information to anyone else?

We may share your information with other teams within the Council such as , Planning, Council Tax , Environmental Health, Audit and Corporate Investigations in order to provide our services, carry out our public tasks and to keep our records up to date. If you ask a Councillor for help we may pass information to them and other services to enable them to help you.

We may also pass information about you to third parties where permitted or required by law to do so. This may include other local authorities and government departments or agencies carrying out their public tasks, such as the Council's Bailiffs, Magistrates Court, Hampshire County Council, the Valuation Office, HMRC and the Police in carrying out criminal investigations.

5. How we will store and look after your information

Your data will be held electronically and will not be stored in a country outside the UK. All paper records containing your personal information will be held securely in our filing systems and archives.

6. How long we will retain your information

We will make sure we do not keep your details for any longer than is necessary and when we no longer have a need to keep your details, we will delete or destroy your details securely. For further information on our policy for retaining personal information, see our retention guidelines.

7. Your rights concerning your information

The General Data Protection Regulation gives you a number of rights concerning your personal information. See the list below. Not all rights apply in every case – it will depend on the legal basis for collecting your information and how we use it.

- The right to be informed
- The right of access
- The right to rectification
- Rights related to automated decision making, including profiling
- The right to erasure
- The right to restrict processing
- The right to data portability
- The right to object

Further details on these rights can be found on our website <http://www.rushmoor.gov.uk/dataprotection>

8. Right to complain to the Information Commissioner's Office

If you are not happy with the way the Council is handling your personal information you have the right to lodge a complaint with the Information Commissioner's Office. (ICO).

You will find details of how to do so on the ICO website at <https://ico.org.uk/> or by phoning their helpline on 0303 123 1113.

9. Why we need your information and the consequences of not providing it

We need your information to carry out our responsibilities under the Local Government Finance Act 1988. If you knowingly provide inaccurate information, then you are committing an offence under the Fraud Act 2006, which could lead to a fine and / or imprisonment.