

Application for National Non-Domestic (Business) Rate Relief Under the provisions of Section 49 (Hardship), Local Government Finance Act 1988

Please complete **all** the sections in this form and return it, together with copies of the documents requested in support of your claim to the Business Rates Team at the address shown below.

If you have any queries please telephone us on: 01623 463161 or email: businessrates@mansfield.gov.uk

Date of application:		Account reference number:	
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Business name:	
Address of Property:	

Are you the freeholder or leaseholder of the property?	
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Telephone:		Email:	
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How many staff do you employ, excluding yourself and any other joint owners?

Full time:		Part time:	
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What service does your business provide and what area does it serve?

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What benefits does your business provide to the local community?

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What factors have led to the business suffering hardship?

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What steps or actions have you taken to improve the situation?

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What period are you requesting relief for?

What outcomes do you expect to achieve if relief is awarded?

Have you sought or received any other financial assistance? If so, please give details:

Do you currently own or run any other businesses? If yes, please give details:

Have you previously run or owned any other businesses? If yes, please give details:

Applicants are required to submit a copy of their latest audited accounts. Where an Audit Certificate is not available, it will be necessary for applicants to demonstrate that their accounts have been accepted by HMRC.

Where up-to-date accounts cannot be provided, the council may require the submission of a current Statement of Affairs, certified by the applicant's accountant.

The Council will need to establish whether or not the business rates represent a significant proportion of the running expenses of the business. We will also need to examine details of the extent and nature of the total debts of the business that are outstanding. In this respect, the application form requires applicants to submit estimates of the current trading position and indebtedness of the business.

The balance sheet of the business should be capable of demonstrating that the business cannot continue as a going concern under current trading conditions without such assistance as the council can offer.

Checklist:

- The last two years audited accounts of the business. If your business has traded for less than two years, you should supply all available financial information since the commencement of trading
- A projected income for the next 12 months
- Any other information that may support your application relating to the information you have provided in your application.

Declaration of the ratepayer or person authorised to sign on your behalf:

I hereby certify that all of the information contained within this application for Hardship Rate Relief and the supporting documentary evidence is correct.

Name:

Position:

Signature:

Date:

Important

- The business rates remain payable while the application is being processed
- Once the application has been processed, any change in your circumstances could affect the award and you have a legal duty to inform us within 21 days of any such change
- Failure to tell us of changes could result in a penalty charge
- Rate relief is subject to periodic review

Fair Processing Statement

The information supplied will be treated in the strictest confidence within the Authority but we will ask the Economic Development Team to look at the application to check if any grants or additional business support planning may be available.

This Authority is under a duty to protect the public funds that it administers and may use the information you have provided on this form within this authority for the prevention and detection of fraud. It may also share the information with other bodies administering or in receipt of public funds, such as HMRC.

The Council participates in data matching exercises through the National Fraud Initiative. These exercises match the data held by the Council with that of other agencies, including other local authorities and government departments to:

- Prevent or detect benefit fraud or any other crime;
- Support national fraud initiatives; and
- Protect public funds

General Data Protection Regulation 2016 (GDPR) / Data Protection Act 2018 (DPA) Privacy Notice

Under the GDPR and DPA, Mansfield District Council, is a Data Controller for the information it holds about you. The Council will hold information provided by you in relation to your Business Rates account. The lawful basis under which the Council uses personal data for this purpose is Public Task. For more information about how the Council may use your data and to learn more about your rights please see the Council's detailed privacy notice which can be found at **www.mansfield.gov.uk/privacy** on the Council's website or request a copy by writing to the Data Protection Officer, Mansfield District Council, Chesterfield Road South, Mansfield, Notts, NG19 7BH.