

**Application for relief from National Non-Domestic Rates under  
Section 49 Local Government Finance Act 1988  
reduction/remission due to hardship**

Please read the guidance notes carefully before completion.

Please note that the Council may wish to publicise the awards of discretionary rate relief it grants which may involve naming the organisations that are in receipt of the relief.

**Section one To be completed by all applicants.**

**1. Name of applicant:**

**2. Contact address:**

**Telephone number:**

**3. Address of the property to which this application relates:**

**4. Type of Company (please tick)**

**Sole Trader**

**Public Limited Company**

**Partnership**

**Limited Liability Partnership**

**Private Limited Company**

**5. Names of Directors / Partners / Proprietors (please show)**

**6. How long has the business been established?**

**7. What goods, services or amenities do you provide to the local community?**

**8. What are the opening times of your business?**

**9. Does your business provide any additional services (e.g. home deliveries, meeting place for groups, concessions for young/elderly, etc?)**

**Yes/No (Please delete as applicable)**

**If yes please provide further information.**

**10. Number of Employees**

**Part-Time**

**Full-Time**

**11. How many of the employees mentioned in the above question live in Vale of the White Horse District Council's area?**

**12. Is there a business providing the same or similar service in the area?**

**Yes/No (Please delete as applicable)**

**13. How far is it between your business and the nearest alternative business providing the same or similar services?**

**Section two To be completed by all applicants.**

**14. In normal circumstances is the business financially viable?**

**Yes/No (Please delete as applicable)**

**15. What are the circumstances that are causing hardship?**

**16. How are these circumstances affecting your financial situation?**

**17. How long do you expect these circumstances to continue?**

**18. Do you have any other businesses?**

**Yes/No (Please delete as applicable)**

**If yes please provide further information.**

**19. Is there any other information you feel we should take into account when processing your application?**

**Please give details:**

**Please use a separate sheet if required**

### **Section three To be completed by all applicants**

#### **Supporting documents**

All applicants must provide documentary evidence in support of their claim, evidence of financial hardship may include: a copy of the last set of audited accounts, bank statements, cash flow statement, management/trading accounts, order book, etc.

Applicants should also provide evidence that the hardship is temporary/short term and that the funding gap cannot be met from other resources.

Applicants that are not limited companies should provide details of any other income or benefits that they receive.

#### **Declaration**

**I/we have enclosed the relevant documentation as requested and certify that to the best of my/our knowledge the information I/we have given is accurate and true.**

**I/we agree to inform Vale of the White Horse District Council if circumstances relating to this application change.**

**Signed:**

**Date:**

**Name (in block capitals):**

**Capacity in which signing:**

#### **For official use only**

Property reference:

Account number:

Rateable value:

Rates payable:

Application granted/refused

Authorised

Date

## Further Advice on Rate Relief

Further advice or information can be obtained from the Non-Domestic Rates Section on **0845 3002839**

Please return your completed application form to: **Non-Domestic Rates Section, Vale of White Horse District Council, PO Box 161, Erith, DA8 9DR.**

## Alternative formats – standard text

‘You can get our [document’s name] in alternative formats, upon request. These include large print, Braille, audio cassette, computer disk and email.

Please contact the Non–Domestic Rate Service.



**0845 300 2839**



[vowh.businessrates@secure.capita.co.uk](mailto:vowh.businessrates@secure.capita.co.uk)