

**APPLICATION FORM FOR RATE RELIEF FOR
BUSINESSES IN DESIGNATED RURAL SETTLEMENTS**

PART A – To be completed by all Applicants

Before you answer the questions below, please read the guidance notes.

1. Name of Occupier/Applicant:	
2. (a) Property Reference Number (b) Account Reference Number Both of these numbers appear on your Rates Bill	
3. Address of Property to which the application refers:	
4. Date of Occupation (if after 1 April 1998):	
<p>5. Type of Business: e.g. General Store, Post Office, Public House, Petrol Filling Station, other shop selling household foods etc. (Please state)</p> <p>NB If your Property is not a General Store, Public House, Food Shop, Post Office or Petrol Filling Station you will not be eligible for the 50% mandatory element of relief. Other types of business may be considered for up to 100% discretionary relief if Part B below is completed.</p>	
<p>6. If a General Store or Food Shop, please describe</p> <p>(1) Type of goods sold (see notes) (2) (a) Percentage of sales of Food (b) Percentage of sales of Household Goods (c) Percentage of sales of Confectionery</p>	
7. Is your Property, to the best of your knowledge, the only business of its type in the rural settlement?	<p align="center">YES/NO</p> <p align="center">* Please delete whichever is not applicable</p>
<p>8. Rateable Value (this can be found on your Rate Bill)</p> <p>NB: Mandatory and discretionary relief can only be granted if the property is within the limits set by the government. Please see the guidance notes for full details.</p>	

PART B – To be completed by Businesses who wish to be considered for Discretionary Relief in either of the following categories;
 a) Up to 50% relief in addition to the mandatory element
 b) Up to 100% relief - any other business which does not qualify for mandatory relief

<p>1. Please give full details of the use of the Property and describe the business carried out.</p>	
<p>2. Please give the location of the nearest alternative business to your own, i.e. if your business did not exist, where would local residents go for the service you provide?</p>	
<p>3. Does your business provide employment for local residents? If so, for how many people? If your business is a Public House please complete Section 4. If not go to Section 5.</p>	
<p>4. (a) Are any local sports/interest groups run from your premises? If so, please give full details. (b) What percentage of total sales are comprised of: (i) drink (ii) food</p>	
<p>5. Please state how and why you believe your business benefits the local community, e.g. what effect would it have if your business ceased to trade? (Please continue on a separate sheet if necessary)</p>	

DECLARATION

The information given above is, to the best of my knowledge, correct.

Signed.....Date.....

CapacityContact telephone number.....

When completed this form should be returned to:
 East Staffordshire Borough Council, PO Box 8045, BURTON UPON TRENT, DE14 9JG
 Telephone: 01283 508030 9.00am – 1.00pm Monday – Friday
 Email: nndr@eaststaffsbc.gov.uk