



NNDR

Application for Discretionary Rate Relief Section 47, Local Government Finance Act 1988



Revenue Services

This form should be used if you wish to apply for Discretionary Rate Relief.

**Please return the completed form to:
Revenue Services, PO Box 4, Town Hall, Lancaster, LA1 1QR**

National Non-Domestic Rate

Section 47, Local Government Finance Act 1988, as amended by Section 69 of the Localism Act 2011.

To apply for relief, the information requested below must be provided. The completed form should be returned to **The Head of Revenue Services, Town Hall, P O Box 4, Lancaster LA1 1QR.**

Please use additional sheets where necessary.

The billing authority may make the decision (to award relief) only if it would be reasonable to do so having regard to the interests of persons liable to pay council tax to it. Therefore the information and answers you provide in support of your application must focus on the benefits it will bring to the council tax payers of the City Council.

N.B. A copy of the last three years audited accounts, cash flow statement, and business plan (including projections and costings) must accompany this application. Your application will not be considered if these are not provided.

Full Name and Address to which rate bills and all correspondence should be sent. Please include telephone number and email address.
Address of property for which relief is claimed.
What activities does your company undertake?
What in your view, is the contribution that your organisation makes (or will make) to the area?



<p>If you are relocating your business, is the relocation dependent on rate relief being awarded? If so, please explain why.</p>
<p>If you are relocating, what is the rationale behind your decision to move to this area?</p>
<p>Will your relocation (if applicable) benefit other businesses in the area? If so, please explain why.</p>
<p>Does your company trade anywhere else in the UK? If yes please provide the address of these premises.</p>
<p>If your company does trade elsewhere, have you applied for rate relief from the relevant billing authority, and if so, what was the outcome?</p>
<p>Will your company's activities replace, enhance or supplement current council facilities/services? If so, please explain how.</p>
<p>How many, if any, of your current employees are from the City Council's area?</p>
<p>If you were to recruit staff, would that recruitment be focused in the City Council's area?</p>
<p>Have you applied for, or are you in receipt of any grant funding from the City Council? If yes, please detail the amount and whether it is ring-fenced for a specific purpose.</p>
<p>Have you applied for, or are you in receipt of, any grant funding from any other organisation? If yes, please detail the amount and whether it is ring-fenced for a specific purpose.</p>
<p>If rate relief is refused, what would be the implications for your company?</p>
<p>If rate relief is refused, what would the implications be for the council tax payers in the area?</p>
<p>Is there any other information you would like to provide in support of your application?</p>

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I certify that the information contained in this application is correct to the best of my knowledge and belief.

Date:	Signature:	Capacity in which signed:
Tel No:	Email:	

Enquiries regarding this application should be addressed to:	Head of Revenue Services <i>Town Hall P O Box 4 Lancaster LA1 1QR</i>	Telephone: <i>(01524) 582920</i>
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Lancaster City Council will use your information for Non Domestic Rating purposes in a manner compatible with the Data Protection Act. Any disclosures or sharing of information will only take place where required or permitted by law. For further information please visit <http://www.lancaster.gov.uk/>



State Aid De Minimis Declaration

As this relief is subject to State Aid De Minimis regulations which allow an organisation to receive up to €200,000 De Minimis Aid over any period of three fiscal years (as set out in EC regulation 1998/2006 as published in the Official Journal of the European Union on 28 December 2006).

To establish whether you are eligible to receive De Minimis Aid you must declare the full amount of De Minimis Aid which you (include parent company if present) have already been granted during the previous two fiscal years and the current fiscal year. Any assistance that may have been received from a public body might count as State Aid. This could be from central, regional, devolved governments (or agencies) or a local authority. For further guidance on State Aid please visit www.gov.uk/state-aid.

Please complete the Statement of Previous Aid received under the De Minimis exemption (attached) and arrange for a director of your business to sign the declaration and return it to the address at the top of this application form along with the completed form so we may assess your eligibility to receive assistance.

STATEMENT AND DECLARATION OF PREVIOUS AID RECEIVED UNDER THE DE MINIMIS EXEMPTION

I confirm that has been in receipt of the following De Minimis Aid during the previous three fiscal years (this being the current fiscal year and the previous two fiscal years):

Organisation providing the assistance/aid	Value of assistance	Date of assistance	Nature of assistance

PLEASE ENSURE RETAIL RELIEF YOU RECEIVE FOR ANY ADDRESSES IS INCLUDED IN THIS TABLE.

It should be noted that Lancaster City Council **must be notified** immediately of any assistance or aid subsequently received by the applicant under the De Minimis Exemption

Declaration:

I hereby certify that full details of any assistance received under the De Minimis exemption (including any received by our parent company) have been declared on this form and, if none have been entered, it is confirmed that no such awards have been made to the applicant. I also certify that the particulars given are correct and I am aware that if incorrect information is supplied, it will invalidate an award and may constitute a criminal offence and I understand that any De Minimis aid granted over the €200,000 limit may be subject to repayment with interest.

Name:		Signature:		Capacity in which signed:	
Date:		Contact telephone number: (in the event of a query)		Email:	



If you are in any doubt as to whether the assistance you have received is subject to State Aid De Minimis Regulations please contact the body which granted the assistance for clarification. Please find below a sample list of common forms of aid which you may have received over the past three years (please note this list is not exhaustive)

Forms of possible aid:

- State Grants;
- Interest rate relief;
- Tax relief;
- Tax credits;
- State guarantees or holdings;
- State provision of goods or services on preferential terms;
- Direct subsidies;
- Tax exemptions;
- Preferential interest rates;
- Guarantees of loans on especially favourable terms;
- Acquisitions of land or buildings either gratuitously or on favourable terms;
- Provision of goods and services on preferential terms;
- Indemnities against operating losses;
- Reimbursement of costs in the event of success
- State guarantees, whether direct or indirect, to credit operations preferential re-discount rates;
- Dividend guarantees;
- Preferential public ordering;
- Reduction of, or exemption from, charges or taxes, including accelerated depreciation and the reduction of social contributions;
- Deferred collection of fiscal or social contributions;
- Assistance financed by special levies;
- Capital transfers;
- Certain State holdings in the capital of undertakings.
- Retail Relief
- Reoccupation Relief