



**Application for Hardship Relief from Business Rates**

Please make sure that you provide all the information we have asked for and give as much detail as you can. Enclose any evidence we have asked for.

**1. Your contact details**

Your full name	
The company name/trading name	
Contact telephone number	
Email address	
Your website address	
Business Rates reference number	

**2. About the property you are applying for Hardship Relief for**

1. Give the address of the property you are applying for hardship relief for:

[Empty text box for property address]

2. Are you still trading from this address or from any other address(es)? Yes  No

- If 'Yes' please give the address(es) of the properties you still trade from:

[Empty text box for trading address(es)]

- If 'No', is the property you are claiming for empty? Yes  No

- If 'Yes', when did the property become empty?.....(date)



3. Do you own the property? Yes  No

- If 'Yes', is it for sale? Yes  No

- If 'No', is it leased? Yes  No

- if leased, how long is left on the lease?.....

4a. How many **full-time** staff do you employ? .....

4b. How many **part-time** staff do you employ? .....

**3. About the hardship you are experiencing at the moment**

1. What is the cause of your present circumstances?

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2. How long do you estimate this hardship will last? .....

3. What measures are you taking to improve your situation? .....

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4. Please add any other information that you would like to be considered when your application is assessed. Continue on a separate sheet of paper if you need more space – include your business rates reference number at the top of any separate sheets:

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**4. Evidence in support of your application**

**Sole traders**

If you are a sole trader and you are employed you must provide copies of your payslips for the last three months.

You must also complete the income and expenditure sheet that is attached to this form (see pages 4 and 5).

**Companies**

You must provide the current financial year’s trading figures and the previous **two** years’ audited accounts. **Do not** complete the income and expenditure sheet.

**5. Declaration**

**This application must be signed by the ratepayer, or where the ratepayer is a company by an employee of that company.**

**Without exception any refund of Business Rates as a result of this application will be made directly to the ratepayer and not to a third party.**

**I confirm that the information given above is, to the best of my knowledge, correct and true.**

Name:

Signature:

Date:

**Remember to include the evidence I have asked for. Failure to include it will delay your application.**

**If you are a sole trader complete pages 4 and 5 – ‘Income and expenditure’.**

## Income and expenditure

We need to know how much money you have coming in and going out each week. We also need to know about your debts and money you have in a bank or building society. Include all essential and non-essential outgoings.

Expenses include: food bills; regular weekly, monthly or quarterly payments for things like clothing; school meals; travel to work or school; TV licence and rental; court fines; special diet; bills like water rates, gas, electricity, child care costs, telephone. This is not a complete list.

Include **all** the payments you make, even occasional payments for things you might pay for once every three, six or twelve months.

Expenses			
Type of expense	Special circumstances that you want us to consider	Amount	How often it's paid
<i>Example – Food</i>		£50	<i>weekly</i>
		£	
		£	
		£	
		£	
		£	
		£	
		£	
		£	
		£	

**Debts** - include rent, council tax, fuel, utilities, loans and credit cards.

Company owed	Amount owed	Amount and frequency of repayments
<i>Example - N-power</i>	£300.00	£30 per month
	£	£
	£	£
	£	£
	£	£
	£	£
	£	£
	£	£

Income from all sources, including any benefits, tax credits and Universal Credit			
Type of income	Who receives it	Amount	How often it's paid
<i>Example - Income Support</i>	<i>Me</i>	<i>£60.46</i>	<i>Weekly</i>
		£	
		£	
		£	
		£	
		£	
		£	
		£	

Money in banks or building societies - include current accounts	
Bank/Building Society name	Current balance
<i>Example - Halifax</i>	<i>£120</i>
	£
	£