



Section 44a Part Occupied Property Relief Claim Form

Please return this form to the Business Rates Service, PO Box 3, Manchester, M15 5BA
 Or fax it to us on 0161 274 7215.

Your contact and business details	
Contact name and your position in the company	
Trading/company name	
Business address to which this claim refers	
Postcode	
Telephone number	
Email address	
Business rates payment reference number	
Please say why your premises are partly occupied and enclose detailed plans of the unoccupied area. (Please continue on a separate sheet if necessary)	
Please note that the Council reserves the right to decline an application at any time.	
Business 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 this is a part occupied property	
I understand that if the information contained within this claim is incorrect, any relief that has been granted will be recovered.	
Name	
Role in company	
Signature	
Date	

**Important: Please now complete details overleaf regarding state aid.
 We will not be able to process your application unless this section is completed.**

State Aid

State Aid refers to forms of assistance from a public body, or publicly funded body, given to selected undertakings (any entity that puts goods or services on the given market) that have the potential to distort competition and affect trade between member states of the European Union.

Details available at: www.gov.uk/state-aid

European Union state aid rules generally prohibit government subsidies to businesses. Relief from taxes, including non-domestic rates, can in some cases constitute state aid.

However, there is a general exception from the state aid rules, where the aid is below a “de minimis” level (see Comm Reg 69/2001). This is €200,000 to any one business over any three-year period.

The Council will be mindful of these rules and will ensure compliance with the legal requirements and any permitted exemptions. Each case will be considered based on the organisation’s individual circumstances in full consideration of the state aid rules.

If we recognise that you are a business with a number of retail units, we will ask you to confirm you are not claiming support from another council.

State aid de minimis exemption

Has the business, or any holding or subsidiary companies, received state aid during the previous three fiscal years (this being the current fiscal year and the previous two fiscal years).

Yes No (please tick)

If state aid has been received, provide details below.

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

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 I have read and understood the relevant information and State Aid de minimis regulations available at: www.gov.uk/state-aid

I confirm that I represent the business and that the information provided in this is accurate for the purpose of a de minimis exemption.

I understand that if claimed incorrectly, any relief awarded will be recovered by the Council.

I can confirm that the business is not covered by the exclusions as covered below:

- Enterprises in road haulage operations for the acquisition of road freight transport vehicles.
- Enterprises in the agriculture sector (with the exception of those active in processing and marketing of agricultural products).
- Enterprises active in the coal sector, undertakings in difficulty, or for directly export-related activities.
- The same costs that are being supported under another block exemption or notified scheme. It is unlawful to provide de minimis for costs being funded under the State Aid cover of an exemption or notified scheme if it means the specific allowable aid intensity will be exceeded.
- For the setting up of distribution networks or export and the business is not in difficulty as defined by ‘This is defined’ in section 2.1 of the Community Guidelines and State Aid for Rescuing and Restructuring Firms in Difficulty (2004/C22/02).

Name			
Role in company			
Signature		Date	