



Rate Relief for Retail Properties - 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			
Your name and your position in the company			
Trading/company name			
Business address			
Postcode			
Telephone number			
Email address			
Business rates account number			
Details of your business. For example: shoe shop, dentist.			
Give the number of retail units your organisation has and the number and address details for any retail unit you are claiming relief for (provide details for inside and outside Manchester).			
Date you would like your application to be considered from.			
<p>The Council reserves the right to decline an application or withdraw an award at any time if the retail property and business are determined to have a detrimental impact on the neighbourhood or community.</p> <p>Has your business been subject to any enforcement action by the Council? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If yes, please provide details:</p>			
<p>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.</p> <p>I confirm that this is an occupied retail property with a rateable value of less than £51,000 and that it is wholly or mainly used as a shop, restaurant, cafe or drinking establishment, for retail or leisure and hospitality in accordance with the Council's policy document.</p> <p>I understand that if the information within this claim is incorrect or if the grant or relief paid to me is also awarded by another source, the amount can be recovered from me.</p>			
Name			
Role in company			
Signature	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;"></td> <td style="width: 50%; text-align: center;">Date</td> </tr> </table>		Date
	Date		