

Please reply to:

**London Borough of Sutton**

Revenues & Benefits

Resources Directorate

Civic Offices

St Nicholas Way

SUTTON

Surrey

SM1 1EA

Email:

businessrates@sutton.gov.uk

Website: [www.sutton.gov.uk/businessrates](http://www.sutton.gov.uk/businessrates)



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| **London Borough of Sutton** |
| **Resources Directorate** |
| **Julie Turner - Assistant Director Resources  (Interim),** **Business Services** |
|  |
| *Your Ref:* |  | *Direct Line:* | 0208 770 5000 |
| *My Ref:* |  |  |  |
|  |  | *e-mail:* | businessrates@sutton.gov.uk |
|  |  | *Date:* | As Postmark |
| *Please ask for:* | Customer Services |

Strategic Director - Resources

**Gerald Almeroth**

Chief Executive

**Niall Bolger**

**Support for Public Houses (Pubs) - Rate Relief Scheme 2017/18**

**Address: «Property\_Address»**

In the 2017 Spring Budget the Government announced a new relief scheme for pubs that have a rateable value of below £100,000. Under the scheme, eligible pubs will receive a £1,000 discount on their bill. The relief will have effect for the financial year 2017/18 only.

If you believe you may qualify for this relief please print, complete and return the enclosed application form (as a scanned document) via email to businessrates@sutton.gov.uk or to Business Rates, Civic Offices, St. Nicholas Way, Sutton, SM1 1EA.

The information on the completed application form will be used in accordance with the Council’s registration under the Data Protection Act 1998.

To protect public funds the council may use or share the information provided with other organisations that handle public funds to prevent and detect fraud.

Yours sincerely,

Revenues Team

**Eligibility Criteria - Support for Public Houses (Pubs) - Rate Relief Scheme 2017/18**

The scheme will be available to eligible, occupied properties with a rateable value of less than £100,000. The majority of pubs are independently owned or managed and will not be part of chains. Where pubs are part of a chain, relief will be available for each eligible property in the chain, subject to meeting State Aid requirements, see further guidance below.

Eligible pubs should:

* be open to the general public
* allow free entry other than when occasional entertainment is provided
* allow drinking without requiring food to be consumed, and
* permit drinks to be purchased at a bar.

For these purposes, it should exclude:

* restaurants
* cafes
* nightclubs
* hotels
* snack bars
* guesthouses
* boarding houses
* sporting venues
* music venues
* festival sites
* theatres
* museums
* exhibition halls
* cinemas
* concert halls
* casinos

The exclusions in the list are not intended to be exhaustive and it will be for the Local Authority to determine those cases where eligibility is unclear.

**State Aid (De Minimis Regulations EC 1407/2013)**

Including this support for pubs discretionary rate relief award, your organisation must not receive more than €200,000 in total of De Minimis aid within a rolling three year period (consisting of the current financial year and the two previous financial years). Similarly if your organisation’s circumstances change during this period and the State Aid you receive may exceed the €200,000 threshold for the relevant year and the two previous years, you must notify us immediately.

The application form requires your organisation’s confirmation that the granting of the Support for Public Houses (Pubs) Relief will not result in your organisation exceeding the State Aid threshold of €200,000 and an undertaking to inform us if your organisation’s circumstances change that may mean the State Aid threshold of €200,000 may be exceeded

Please visit [www.gov.uk/state-aid](http://www.gov.uk/state-aid) for further information regarding State Aid

Under European Commission rules, you must retain a copy of this letter and completed application for 3 years from the date shown above and produce it on any request by the UK public authorities or the European Commission. (You may need to keep this letter longer than 3 years for other purposes). Furthermore, information on this aid must be supplied to any other public authority or agency asking for information on De Minimis State Aid for the next three years.

**Application for:**



**Support for Public Houses (Pubs)**

**Rate Relief Scheme 2017/18**

***Please read the eligibility criteria before completing***

**1) Details for which relief is being claimed (please complete each box)**

Account Number (can be found on your bill):

Ratepayer name:

Full address of property: (as on your bill):

**2) Declaration (please tick each box to confirm acceptance)**

I confirm that:

* The above property is a public house (pub), is occupied and is not in the list of types of exclusions as detailed in the eligibility criteria.
* This award shall comply with the EU law on State Aid on the basis that, including this award, my organisation shall not receive more than €200,000 in total of De Minimis aid within the current financial year or the previous two financial years. ((De Minimis Regulations EC) 1407/2013).
* If our circumstances change in the future so that our organisation no longer meets the qualifying criteria, I will notify the business rates team immediately so that the relief can be removed from the date the change occurred.

By signing the application form you agree that, to the best of your knowledge, the information contained on the form is complete and is not false. Wilfully making a false statement on the application form is an offence and may result in us taking action legal against you.

Name: Position in Organisation:

Date: Signature:

Telephone: Email address: