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# Local Business Rates Relief Scheme

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## Application Form

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**Step 1:** Please complete the application form below.  
All information is mandatory and each section must be completed fully.



### Business Details

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- 1** Name:.....
- 2** Business name:.....
- 3** Business activity (for example restaurant, florist, bakery etc) .....
- 4** Business status (Limited Company, Sole Trader, Partnership, LLP, etc) and Company Registered Number if applicable  
.....
- 5a** New business address (including postcode).....  
.....  
.....
- 5b** Previous business address (including postcode) if applicable .....
- 5c** Please explain briefly how the Business Rate Relief Scheme will support your business and whether this factor influenced your decision to set up or relocate to Sutton  
.....  
.....  
.....  
.....
- 5d** Any other current business address/es (including postcode) .....
- 6** **Contact Details:** Telephone:.....  
Email: .....
- 7** Business rates reference number (if known) .....

- 8a** New premises rateable value .....
- 8b** Previous rateable value (if applicable) .....
- 9** Number of years trading (if applicable) .....
- 10** Number of current employees (including any apprentices) .....
- 11** Number of current apprentices .....
- 12a** Floor space of premises of previous business address (if applicable) .....
- 12b** Floor space of new premises .....
- 12c** Was the new premises unoccupied during the last 12 months prior to your move? .....
- 13** Length of new lease (in years, minimum of 12months required) .....
- 14** How did you find out about the Local Business Rate Relief scheme? .....
- .....

## Business Plan Details

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**Please insert a copy of your Business Plan with this application.**

The Business Plan as a minimum should include the following details:

- Current turnover (if applicable please state date of most recent calculation and period it refers to)
- Expected turnover (for the next year)
- Please also provide details of how this will be achieved

## Small Medium Enterprise Confirmation

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- I confirm that my business has less than 250 employees and an annual turnover less than £40m.
- I have read and understand the European Commission State Aid requirements set out below and that my SME meets the eligibility criteria.

**Signed** ..... **Print Name** .....

**Position in company** .....

**Date** .....

## Agreement

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- I confirm that I have read through the attached eligibility criteria factsheet and confirm that I meet the necessary criteria to apply for the fund.
- I confirm that my business is not within a category excluded from obtaining the relief.
- I understand that failure to adhere to specific eligibility criteria or the provision of false information will result in suspension from the scheme and the retrieval of any business rates discounts received.

- To qualify for this relief, the premises must be a property (retail unit, office or warehouse) which is:
  - 1 A new business to the area, occupied, and
  - 2 Within the designated Sutton High Street Business Improvement District area, and
  - 3 Has a rateable value between £6,000 and £50,000, and
  - 4 Is not among the type of retailer which the Council believes should not qualify for the relief (see below)
- The Scheme details are as follows:
  - 5 The relief will be offered for a maximum of 12 months for applications received between 1 April 2014 to 31 March 2015.
  - 6 The maximum amount of relief will be 50% of the net liability after all mandatory or discretionary reliefs have been applied to the account.
  - 7 The scheme will be available to Small and Medium sized Enterprises (Definition of SME - Employ up to 250 people and have a turnover of up to £40m) only.
  - 8 A business expanding their operation in Sutton and moving to significantly larger premises will be eligible provided they identify a minimum increase in job creation.
  - 9 Occupiers must take out a minimum 12 month lease and if the business moves out, the Council reserves the right to request repayment of any local business rate relief granted.
- Businesses not eligible for the scheme and which do not qualify for retail relief are as follows:
  - Takeaways
  - Building societies
  - Bureau de change
  - Betting shops
  - Properties that may bring the scheme / area into disrepute
  - Any large businesses such as Shell UK, BP, Tesco, Sainsburys, Macdonalds and KFC (the list is not exhaustive) will be excluded as they are not classified as a SME.
  - Banks
  - Cash points
  - Payday lenders
  - Pawnbrokers
- Under the wider objectives of the scheme business rates relief will not be provided for businesses trading in sectors engaged in any activity that may bring the scheme into disrepute.
- If the business has already received public financial assistance above the State Aid 'de minimis' threshold of €200,000 or £130,000 within the last 3 years.
- The London Borough of Sutton reserve the right to re-assess the eligibility for this programme.
- I understand that a formal process for Appeals is also available.
- **Change in circumstances:** If an application for relief is granted, provided the ratepayer's circumstances do not change, the application will not need to be renewed until the next revaluation of non-domestic premises. I note that certain changes in my circumstances will need to be notified to the Business Services Department at Sutton Council.
 

The changes which must be notified are as follows:

  - a** taking up occupation of a property I did not occupy at the time of making their application for relief
  - b** an increase or decrease in the rateable value of the property I occupy
  - c** vacating the premises which has been granted the relief within 12 months of receiving the relief
- **Monitoring of the scheme:**

As part of the administration and monitoring process of this scheme, I understand that I may be required to provide supporting evidence to support my application, for example the rateable value of your premises, lease obligations and employee numbers.

I agree to provide fully up-to-date evidence on a quarterly basis during the duration of my eligibility for the business rates relief scheme.
- **All applicants must sign overleaf.**

# Declaration

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I agree to adhere to the Local Business Rate Relief Scheme Agreement.

All information contained in this application and any supporting evidence provided, is to the best of my knowledge true and accurate.

Print name .....

Position in company .....

Date ..... Signed .....

Please complete and sign the application form and return it to the Opportunity Sutton Team at:

**Opportunity Sutton**  
**24 Denmark Road, Carshalton, Sutton, SM5 2JG**

Or scan and email it to [opportunitiesutton@sutton.gov.uk](mailto:opportunitiesutton@sutton.gov.uk)

If you have any queries regarding the Business Rate Relief Scheme or the eligibility criteria, please contact a member of the Opportunity Sutton Team on [opportunitiesutton@sutton.gov.uk](mailto:opportunitiesutton@sutton.gov.uk) or **0208 770 5070**

## European Commission State Aid - Eligibility to receive aid under the De Minimis Exemption

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### State Aid: De Minimis Aid

In order to avoid public funding distorting competition within the European Common Market the European Commission regulate the levels of assistance which the public sector can provide to businesses ('the State Aid rules'). You should note carefully the requirements needed to comply with the European State Aid rules and if need be, refer to the relevant legislation.

It is proposed that the assistance provided will comply with the State Aid rules by applying the De Minimis exemption (in accordance with EC Regulation 1998/2006 as published in the Official Journal of the European Union on 28 December 2006). Under the De Minimis exemption undertaking can receive up to €200,000 of De Minimis aid in the current financial year and the two previous financial years, subject to how much assistance it has received during that period under the De Minimis exemption. Please complete the Statement of Previous Aid received under the De Minimis exemption and arrange for a director of your business to sign the declaration. Using this information we will assess your eligibility to receive assistance.

If you are in any doubt as to whether previous assistance received would constitute De Minimis assistance please raise your concerns as soon as possible. Having read the above we would be grateful if you could fill out the information set out below in the Statement of previous aid confirming your business's eligibility for support

### Statement of Previous Aid

I / We declare that within the past 3 consecutive financial years (1st April to 31st March) the above business (has) (has not) received assistance, grants or other benefits or public body or public source and that the value of the assistance received (if any) in the last three (3) consecutive financial years is as follows:

.....  
(If none was received in the last 3 financial years, state "None" or "N/A" below; include any aid you have applied for but not yet had a decision about.)

Date of payment ..... Name of Provider .....

Amount (£)..... Reason for payment .....

I / We undertake to inform you as soon as possible of any further assistance, grants or other benefits we receive from any other public body or public source in the future.

I / We recognise that the business may be required by the European Commission to repay the value of the assistance received under the Project (with interest) at any time within the next 10 years if the information in this form is misleading or incorrect.

**Signed** ..... **Name** .....

**Date** .....

### Protecting your privacy

Please note that this application form and all supporting documentation becomes the property of Sutton Council. The information on this form will be used in accordance with the Council's registration under the Data Protection Act 1998.

In order to protect public funds, the council may use the information you have provided on this form to prevent and detect fraud. The council may also share this information for the same purposes, with other organisations that handle public funds.

## Equality Information

● Do you consider yourself disabled? (please circle) ..... Yes / No

● **Ethnic origin** (please circle one category only)

Asian or Asian British - Bangladeshi

Asian or Asian British - Indian

Asian or Asian British - Pakistani

Black or Black British - African

Black or Black British - Caribbean

Black or Black British - Other

Chinese

Mixed - White & Asian

Mixed - White & Black African

Mixed - White & Black Caribbean

Mixed - Other

White - British

White - Irish

White - Other

Other

Prefer not to say

● **Disability**

Please state if you are registered disabled (please circle) ..... Yes / No