

**DISCRETIONARY RATE RELIEF – APPLICATION FORM**  
**AND REQUEST FOR ACCOUNTS SECTION 49, HARDSHIP RELIEF**

Section 49 of the Local Government Finance Act 1988 allows Councils to award discretionary relief to ratepayers suffering financial hardship, provided it is reasonable for the authority to do so, having regard to the interests of its Council Tax payers.

If you wish to apply for Section 49 hardship please complete and return the application form and return it to the address at the top of this page together with copies of your latest audited accounts.

**No rate relief will be granted unless the Council receives these documents.**

Given the financial pressures on the Councils budget, the amount of Discretionary relief, if previously granted, may not be sustainable at the same percentage, and you should be aware that these amounts may vary in the future.

**NON-DOMESTIC RATES PAYER INFORMATION**

First Name	
Last Name	
Property Address	
Non-Domestic Rates Account Number	
Description of Business	

Are the circumstances giving rise to the application exceptional? What are those circumstances, and could the business have anticipated them?	
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Can the business demonstrate actual hardship now? How does this compare to that of a few months or a year ago and what is the trading forecast for the next 12 months?	
What is the amount of relief being requested and/or for what period?	
What steps has the business taken to mitigate losses?	
Has the business taken any steps to obtain/increase an overdraft or loan from his/her bankers or shareholders in order to resolve any cash flow difficulties?	



<p>What would be the consequences to the business and the local community if the Council were to decline to grant some or all of the hardship relief requested?</p>	
<p>Is there sufficient equity which would allow the business to agree that the Council can place a Charging Order on the rated property as an alternative to enforcement or hardship relief and thus delay payment until a sale can be arranged?</p>	
<p>Does the business have any other debts which may result in another creditor taking action to enforce recovery or commence insolvency proceedings?</p>	
<p>Does the business's business provide a service to the local community, and which is not provided elsewhere within the town?</p>	
<p>What range of products does the shop offer</p>	
<p>Opening hours</p>	



Number of employees	
Does the shop have a sub post office	
Are pensions paid at the sub post office?	
Does the shop offer a local delivery service?	
Does the shop provide any other local service?	
Is your business convenient & easily accessible for the elderly and disabled?	
If your business were to close, what would be the effect on the elderly and the disabled in the community?	
Any other relevant factors applicable to the individual application or factors which the applicant wishes to be taken into account.	

**DECLARATION**

I hereby certify that the particulars I have given are correct to the best of my knowledge and belief.

Full Name (Block Capitals)	
Signature	
Date	
Address	
Contact Telephone	
Email	

Please Note: All completed applications should be accompanied by copies of the previous two years audited accounts and balance sheets.