

## Application for Hardship Rate Relief

We can consider granting relief to any business that would sustain hardship if relief were not granted and it is in the interests of the local Council Tax payer to do so. Please complete the form and give full details of the information requested in each question.

<b>Date of application:</b>	
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<b>Account reference number:</b>	
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<b>Business name:</b>	
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<b>Address:</b>	
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<b>Telephone number:</b>		<b>Fax number:</b>	
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How many staff do you employ, excluding yourself and any other joints owners?

Full time:

Part time:

What service does your business provide and what area does it serve?

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What benefits does your business provides to the local community?

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What factors have led to the business suffering hardship?

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What steps or actions have you taken to improve situation?

How long are requesting relief for?

What outcomes do expect to achieve if relief is awarded?

Have you sought or received any other financial assistance? If so please give details:

Do you currently own or run any other businesses? If yes, please give details:

Have you in the past ran or owned any other businesses? If yes, please give details:

**You must supply the following evidence in support of your application**

**Checklist:**

- The last two years of audited accounts of the business. If your business has traded for less than two years, you should supply all available financial information since the commencement of trading
  
- A projected income for the next twelve months
  
- Any other information that may support your application relating to the information you have provided in your application.

Applicants are required to submit a copy of their latest audited accounts. Where an Audit Certificate is not available, it will be necessary for applicants to demonstrate that their accounts have been accepted by the Inland Revenue.

Where up-to-date accounts cannot be provided, the council may require the submission of a current Statement of Affairs, certified by the applicant's accountant.

The council will wish to establish whether or not business rates represent a significant proportion of the running expenses of the business. We will also wish to examine details of the extent and nature of the total debts of the business that are outstanding. In this respect, the application form requires applicants to submit estimates of the current trading position and indebtedness of their business.

The balance sheet of the business should be capable of demonstrating that the business cannot continue as a going concern under current trading conditions without such assistance as the council can offer.”

### Declaration

I hereby certify that all of the information contained within this application and the supporting documentary evidence is correct.

I authorise the Revenue Services Manager to consult and share information with the Council's Regeneration Unit in relation to this application. I also authorise the Regeneration Unit to supply information to the Revenue Services Manager in connection with this application.

Signature of ratepayer or person authorised to sign on behalf of the ratepayer:

<b>Name:</b>		<b>Position:</b>	
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<b>Signature:</b>		<b>Date:</b>	
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### Important

- **the business rates remain payable while the application is being processed**
- **once the application has been processed, any change in your circumstances could affect your entitlement and you have a legal duty to tell us within 21 days of any such change**
- **failure to tell us of changes could result in a penalty charge**
- **rate relief is subject to periodic review**

Please return this form to:

Revenue Service  
Wiltshire Council  
Collections - Business Rates  
P.O. Box 4385  
Trowbridge  
BA14 4DS

Telephone: 01249 706290

Email: [businessrates@wiltshire.gov.uk](mailto:businessrates@wiltshire.gov.uk)

Local offices are also situated in Chippenham, Salisbury, Devizes and Trowbridge

## Privacy Notice

Wiltshire Council will keep and use your personal information in line with the requirements of the General Data Protection Regulations 2016 and we are the data controller for the information provided on this form.

The Council's Data Protection Office can be contacted at [dataprotection@wiltshire.gov.uk](mailto:dataprotection@wiltshire.gov.uk)

The information you have provided to the Council will be used by the Revenues Department to determine entitlement to business rate relief that the council administers. Information will only be shared among officers and other agencies where it is necessary and lawful. We will not share your data with any other third parties unless we are required or permitted to do so by law.

We may use the information you have provided on this form within this Authority for the prevention and detection of fraud. We may also share this information with other bodies administering or in receipt of public funds, such as HM Revenues and Customs.

The Council participates in data matching exercises through the National Fraud Initiative. These exercises match the data held by the Council with that of other agencies, including other local authorities and government departments to:

- Prevent or detect benefit fraud or any other crime;
- Support national fraud initiatives; and
- Protect public funds

For more information about how your personal data is used, including your rights as a data subject, please see our privacy notice at <http://www.wiltshire.gov.uk/business-rates-privacy>