

**Application for Hardship Relief**

Please use this form to apply for rate relief in respect of your National Non-Domestic Rates Bill under section 49 of the Local Government Finance Act 1988.

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| Please send your completed form, together with a copy of your full accounts for the last 3 years to: croynndr@croydon.gov.uk |

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| 1. Business rates account reference number: | | | |
| 2. Name of ratepayer: | | | |
| 3. Name of applicant:  Position in organisation: | | | |
| 4. Property address to which application for relief relates: | | | |
| Telephone: |  | Email: |  |
| 5. Correspondence address (if different from 4): | | | |
| 6. Please describe the type of business trading at this address. | | | |
| 7. How long has the business been established in Croydon? | | | |
| 8. Has the business ever traded from another address? | | | |
| 9. Please state how the business benefits Croydon residents and the local community which is not provided anywhere else in the area. | | | |
| 10. Please confirm number of persons employed by the company  How many are full time? ………….. How many are part-time? ………….. | | | |
| 11. how many of the above employees live in the London Borough of Croydon?  How many are full time? ………….. How many are part-time? ………….. | | | |
| 12. Please state what factors have led to the business facing/suffering hardship. (continue on a separate sheet if necessary): | | | |
| 13. What steps or actions have you taken to improve the situation? | | | |
| 14. What are the implications for the business if the Council declines your application? | | | |
| 15. What are the implications for the local community if the Council declines your application? | | | |
| 16. Is the business receiving financial assistance from any other source? Please specify. | | | |
| 17. Does the business have any other debts which may result in insolvency/recovery action? Please specify. | | | |
| I apply for hardship relief and I declare that the information given on this form and enclosed documents is correct.  I authorise the London Borough of Croydon to make any enquiries necessary to verify the information I have provided.  I enclose copies of the following:   * Past three years' audited accounts. * Copies of your organisations bank statements showing the current financial period. (All recent financial activities not covered by the certified accounts above) * A comprehensive business plan incorporating a brief history of the business. * Cash flow forecast for a minimum of the next twelve months.   If any of the above documents are not enclosed you should advise why it is not available.  I understand that I am not entitled to withhold payment of Business Rates pending the outcome of my application.  Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Print Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Capacity/Authority to sign for applicant   \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_ | | | |
| Before submitting this application you must complete the declaration below.  **Subsidy Control (formerly known as State Aid)**  **Declaration for?** (Please insert name and business rates account no)  ………………………………………………………………………………………………………………  Some business rates discretionary relief are a form of Subsidy, as a local authority we seek only  to provide relief that falls below the Minimal Financial Assistance (MFA) thresholds, the Subsidy  Control Act allows an economic actor (e.g. a holding company and its subsidiaries) to receive up  to £315,000 in a three-year period (consisting of the current and the two previous financial years).  Please complete and sign the following, your application will not be considered without this form and declaration being completed.  **Subsidy Limit**  ***Trade and Co-operation Agreement***  *1. Providing discretionary relief to ratepayers is likely to amount to a subsidy. Any relief*  *provided by Local Authorities will need to comply with the UK’s domestic and international*  *subsidy control obligations (see the BEIS guidance for public authorities which explains the*  *subsidies chapter of the UK-EU Trade and Cooperation Agreement (TCA), World Trade*  *Organisation rules on subsidies, and other international subsidy control commitments).*  ***Minimal Financial Assistance (MFA)***  *2. To the extent that a local authority is seeking to provide relief that falls below the*  *Minimal Financial Assistance (MFA) thresholds, the Subsidy Control Act allows an*  *economic actor (e.g. a holding company and its subsidiaries) to receive up to £315,000 in*  *a three-year period (consisting of the 2023/24 year and the two previous financial years).*  *MFA subsidies cumulate with each other and with other subsidies that fall within the*  *category of ‘Minimal or Services of public economic interest (SPEI) financial assistance’.*  *BEIS COVID-19 business grants and any other subsidies claimed under the Small*  *Amounts of Financial Assistance limit of the Trade and Cooperation Agreement should be*  *counted under the £315,000 allowance*  **Declaration regarding Subsidy Limit :-**  Has your organisation exceeded the UK Subsidy Allowance limits (which replaced the previous  EU State Aid Limit) as outlined above for any period for which discretionary rate relief is being  sought?  Yes / No  Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Print Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Capacity/Authority to sign for applicant   \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_ | | | |