

**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 companyHow 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 onlyto provide relief that falls below the Minimal Financial Assistance (MFA) thresholds, the SubsidyControl Act allows an economic actor (e.g. a holding company and its subsidiaries) to receive upto £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 previousEU State Aid Limit) as outlined above for any period for which discretionary rate relief is beingsought?Yes / NoSigned \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Print Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Capacity/Authority to sign for applicant   \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_ |