

Hardship relief Information and guidance notes

We can reduce the amount of business rates you pay if we decide you would suffer hardship if we don't, and it is in the best interests of our council tax payers. This is in accordance with section 49 of the Local Government Finance Act 1988.

Who can apply for hardship relief?

We can award hardship relief to a limited company as well as to an individual, or groups of individuals in the case of partnerships.

Hardship relief is only granted in exceptional circumstances and will not be granted due to general trading difficulties or the current economic climate

We treat all applications on their own merit and will consider several factors before we make our decision, including:

- § your current circumstances,
- § why you need hardship relief,
- § the 'interests' of our council taxpayers. We consider the community's financial interests, employment prospects and access to local amenities.

You must provide evidence of your hardship to support your application. For example a copy of your last audited accounts, bank statements, cash flow statements or trading accounts.

You will also be asked to provide evidence that your hardship is short term and cannot be met from other resources.

If your organisation is not a limited company, you should provide details of any other income or benefits that you receive.

How to apply for hardship relief

Complete the attached application form and return it to us.

You should complete a separate application form for each business rates account.

Application for hardship relief on a non-domestic property

Name and address of organisation	Daytime telephone number Email address
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Important

You must provide evidence of your short term financial hardship and be able to demonstrate that your business rates cannot be met from other resources.

Evidence may include a copy of the last set of audited accounts, bank statements, cash flow statements or trading accounts.

If your organisation is not a limited company, you should provide details of any other income or benefits that you receive.

Section 1 – Details of where you would like to claim relief for

a) Property address _____

b) What is your:

- business rates account number?
- property reference number? _____
- rateable value £ _____

This information can be found on your business rates bill.

c) What goods, services or amenities do you provide for the local community?

d) In normal circumstances, is the business financially viable Yes / No

e) What circumstances are causing your hardship?

f) How are these circumstances affecting your financial situation?

g) How long do you expect these circumstances to continue?

Less than 12 months 12 months or more

Section 2 – To be completed for properties with a rateable value of **less than £10,000**. If your rateable value is more than £10,000, please go to section 3.

a) What percentage of your employees live in Kirklees? _____%

b) What is the net profit or loss of your business for: last year £_____

the previous year £_____

c) Is there a business providing the same or similar services in the area? Yes / No

d) How far is it between your business and the nearest alternative business that provides the same, or similar services? _____

e) Does your business provide any additional services, for example deliveries, meeting place for groups or concessions for the young or elderly? Yes / No

If yes, please give us more details.

f) What are your opening hours? _____

g) Does your business operate from any other premises other than those mentioned in Section 1? Yes / No

If yes, please give the address of your other properties.

h) Does your business cater primarily for the tourist industry? Yes / No

i) Is your business located close to a bus route offering a bus service of more than one bus per hour? Yes / No

Now go to section 4

Section 3 – To be completed for properties with a rateable value of £10,000 or more.

a) How long has the business been established? _____ years

b) How many employees do you directly employ? _____

c) What percentage of your employees live in Kirklees? _____ %

d) How many new jobs has your business created in the last two years? _____

e) Are the wage rates for employees above industry standard? Yes / No

f) What is the net profit or loss of your business for: last year £ _____
the previous year £ _____

g) How much does your business spend within the West Yorkshire economy per year? £ _____

h) Please give details of any links that your business has with trade organisations or educational establishments.

Section 4 - Declaration

The information provided is true and accurate to the best of my knowledge and I include the requested evidence with my application.

Signed: _____ Date: _____