

## Rate relief for village shops and rural businesses

### Information and guidance notes

We may be able to reduce the amount of business rates you have to pay if you are trading in a rural settlement.

A rural settlement is defined as having a population of 3,000 or less. In Kirklees, these areas are:

<b>Colne Valley</b>	Bolster Moor	Scapegoat Hill	
<b>Denby Dale</b>	Birdsedge Clayton West Denby Dale	Emley High Flatts Lower Cumberworth	Scissett Upper Cumberworth Upper Denby
<b>Holme Valley</b>	Brockholes Burnlee Cartworth Fulstone Hade Edge Hepworth Holmbridge	Holme Holmfirth Jackson Bridge Netherthong New Mill Oldfield Scholes	Thongsbridge Totties Underbank Upperthong Wilshaw Wooldale
<b>Kirkburton</b>	Farnley Tyas Fenay Bridge Flockton Grange Moor	Kirkburton Lascelles Hall Shepley Stocksmoor	Thunderbridge Thurstonland Upper Heaton
<b>Meltham</b>	Blackmoorfoot	Crosland Edge	Helme

The following villages are also classed as rural:

Briestfield  
 Castle Hill  
 Crosland Hill  
 Drub

East Bierley  
 Hartshead  
 Hall Bower

South Crosland  
 Upper Hopton  
 Whitley

This is in accordance with schedule 1 of the Local Government and Rating Act 1997.

There are two types of rate relief, **mandatory** and **discretionary**.

### **Mandatory rate relief**

We can reduce your bill by 50% if your property:

- is in one of the areas listed over the page,
- is mainly used as a general store, post office, public house or petrol filling station,
- is the only general store, post office, public house or petrol filling station in the immediate area, and,
- has a rateable value of less than £8,500 if your business is a general store or post office, or less than £12,500 if it's a public house or petrol filling station.

You must apply for this reduction on the mandatory rate relief form attached.

### **Discretionary rate relief**

You can apply for:

- up to 50% discretionary rate relief if you qualify for 50% mandatory rate relief, or
- up to 100% discretionary rate relief if you don't qualify for mandatory rate relief.

To receive this relief your business must have a rateable value of less than £16,500 and provide a service that meets the **basic, essential daily needs** of the community. For example, general stores, post offices, doctors, dentists, newsagents and shops selling specific items of food, like butchers and bakers. Hot food takeaways do not qualify.

When we receive your claim we will take into consideration:

- the number of your employees who live in Kirklees,
- your business profit or loss,
- the location of the nearest business that provides a similar service,
- what additional services you provide to the community,
- your business opening hours.

You must apply for this reduction on the discretionary rate relief form attached.

You will be asked to supply supporting evidence with your claim, including a copy of your latest set of audited accounts.

Tel: 01484 414941

[business.rates@kirklees.gov.uk](mailto:business.rates@kirklees.gov.uk)

[www.kirklees.gov.uk](http://www.kirklees.gov.uk)

### Claim for 50% mandatory rural rate relief

Name and address of organisation

Daytime telephone number

Email address

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

a) Property address (if different to above) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

b) Business rates account number

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c) Rateable value £ \_\_\_\_\_

**This information can be found on your business rates bill and must be less than £12,500 to qualify for a public house or petrol filling station, or £8,500 if a post office or general store.**

d) Is the property a:

<input type="checkbox"/> general store	<input type="checkbox"/> post office
<input type="checkbox"/> public house	<input type="checkbox"/> petrol filling station

e) Is the property the only general store, post office, public house or Petrol filling station within the immediate area Yes / No

f) If the property is a general store, what type of goods do you sell?  
\_\_\_\_\_

#### Section 2 - Declaration

The above information is true and accurate to the best of my knowledge.

Signed \_\_\_\_\_

Date \_\_\_\_\_

Print name \_\_\_\_\_

Capacity in which signed \_\_\_\_\_

## Application for discretionary rural rate relief

Name and address of organisation \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Post code \_\_\_\_\_

Daytime telephone number \_\_\_\_\_

Email address \_\_\_\_\_

### Section 1 – Details of the property for which relief is claimed

a) Name of occupier \_\_\_\_\_

b) Property address \_\_\_\_\_  
 \_\_\_\_\_

c) Business rates account number 

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d) What is the rateable value? £ \_\_\_\_\_  
 This information can be found on your business rates bill and must be less than £16,500 to qualify

### Section 2 – Type of business

	Yes	No
a) Is the property a school, library, police, fire or ambulance station?	<input type="checkbox"/>	<input type="checkbox"/>
	Go to section 4	Continue

b) What type of business is run from the premises? \_\_\_\_\_  
 \_\_\_\_\_

c) How does your business provide an essential service to the community?  
 \_\_\_\_\_  
 \_\_\_\_\_

**Section 3 – Additional Information**

a) Please give details of the number of Kirklees residents you employ \_\_\_\_\_

b) What is the net profit of the business? £ \_\_\_\_\_

**Please provide a copy of your most recent trading accounts.**

c) Where is the nearest business that provides a similar service? \_\_\_\_\_

d) What additional services do you provide for the community?  
For example home deliveries, use of premises for meetings, concessions for the young or elderly.

\_\_\_\_\_  
\_\_\_\_\_

e) What are your current opening hours? \_\_\_\_\_

**Section 4 – Declaration**

The above information is true and accurate to the best of my knowledge.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Print name \_\_\_\_\_

Capacity in which signed \_\_\_\_\_