

Mansfield District Council

Application for Hardship Rate Relief

(Under section 49 of the Local Government Finance Act 1988).

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 use this form to apply and give full details of the information requested in each question.

Date of application:

Account reference number:

Business name:

Address:

Postcode:

Telephone number:

Email:

How many staff do you employ, excluding yourself and any other joint owners?

Full time:

Part Time:

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

What benefits does your business provide to the local community?

What factors have led to the business suffering hardship?



What steps or actions have you taken to improve the situation?

What period are you requesting relief for?

What outcomes do you 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:

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.

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.

Declaration:

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

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

Name:

Position:

Signature:

Date:

Important

- The business rates remain payable while the application is being processed
- Any change in your circumstances could affect your entitlement. You have a legal duty to notify us of any changes within 21 days
- Failure to tell us of changes could result in a penalty charge
- Rate relief is subject to periodic review

Please return this form to:

Business Rates Team
Mansfield District Council
Civic Centre
Chesterfield Road South
Mansfield
Notts
NG19 78H

Email: businessrates@mansfield.gov.uk

Telephone: 01623 463161

General Data Protection Regulation 2016 (GDPR) / Data Protection Act 2018 (DPA) - Privacy Notice.

Under the GDPR and DPA, Mansfield District Council, Chesterfield Road South, Mansfield, Notts. NG19 7BH is a Data Controller for the information it holds about you. The Council will hold the information provided by you on this application for the purpose of your Application for Hardship Rate Relief. The lawful basis under which the Council uses personal data for this purpose is Legitimate Interest.

Your data will be held for six years after the last payment. Subject to some legal exceptions, you have the right to request a copy of the personal information the Council holds about you; to have any inaccuracies corrected; to have your personal data erased; to place a restriction on our processing of your data; to object to processing; and to request your data to be ported (data portability). The information provided by you may also be used for other functions carried out by the Council in accordance with GDPR and DPA. For more information about how the Council may use your data and to learn more about your rights please see the Council's Privacy Statement www.mansfield.gov.uk/privacy

If you have any concerns or questions about how your personal data is processed, please contact the Council's Data Protection Officer at the above address or by email to dpo@mansfield.gov.uk. If you are dissatisfied with the Council's response you can complain to the Information Commissioner's Office in writing to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF or by telephone 0303 123 1113 (local rate) or 01625 545 745.