**Business Rates Revaluation Support Application Form 2017/18**

The Government announced support for businesses facing increases in rates bills due to the 2017 Revaluation earlier in the year. A fund of £271,000 has been made available to the Council in 2017/18 to design its own local relief scheme for businesses. Revaluation Support is available for businesses with a rateable value of less than £200,000 where rates bills in 2017/18 have increased compared to 2016/17 by more than 3%. The support applies to small businesses occupying no more than two properties.

Please read the qualifying conditions and the paragraph on state aid on the reverse of this form before completing it. If you meet the conditions please complete and sign the declaration before returning the form to the address above. If you qualify we will amend your rate liability and send you a revised bill.

|  |  |
| --- | --- |
| **Business rate account reference if known** |  |
| **Address of property for which you are applying for relief** |  |

**If you are liable to pay business rates for more than two properties you do not qualify for this relief. If your**

**company does not occupy more than two properties please provide the full address of these two properties**

|  |  |
| --- | --- |
| Property1 | Property 2 |

**State Aid Declaration (please read the state aid rules overleaf and retain a copy of this form for your records once completed)**

|  |  |
| --- | --- |
| Has your organisation (including any of your group companies) received public assistance under the state aid regulations in the current or in the two preceding years? | **(answer yes or no)** |
| Is your organisation (or any of your group companies) due to receive state aid? | **(answer yes or no)** |

**Should any your circumstances change and you no longer meet the qualifying criteria, you must notify**

**the Council so that the relief can be reviewed from the date the change occurred.**

|  |  |  |
| --- | --- | --- |
| **Declaration**: **I declare that I am authorised to sign on behalf of this business/organisation and that the information I have given is correct to the best of my knowledge and belief.**  Wilfully making a false statement on this form is an offence and may result in legal action being taking against y**ou** | | |
| Signed | Date | Email address  Daytime telephone no |
| Print name | State position in business /organisation | |

**The information you provide on this form is subject to the provisions of the Data Protection Act 1998. The details may be shared with other departments within the Council in accordance with the provisions of the a**

**Qualifying Conditions**

Revaluation support will be calculated on the 2017/18 rates payable after transitional protection and other reliefs are applied. The 2016/17 bill will be based on the charge at 31/03/2017. The amount of relief will be as follows

|  |  |
| --- | --- |
| **Level of Increase** | **Relief** |
| Any increase over 3% or £50, whichever is greater | 50% of increase |

Revaluation Support will only be awarded in respect of the rates payable for a property where the following conditions are met

* The rates bill from 1st April 2017 has increased compared to 2016/2017 bill, as a result of the 2017 revaluation
* The ratepayer must be in occupation and liable for business rates for the relevant property on 31st March 2017 and 1st April 2017
* The rateable value is less than 200,000
* The annual increase in rates bill for 2017/18 is more than £50.00 or 3% more, whichever is greater, when compared to the annual bill for 2016/17
* The property must be occupied, relief will not apply to empty properties
* The business must not occupy more than two properties anywhere in the UK. If a business occupies no more than two properties and both are in Cheltenham relief will be available in respect of both properties

**Relief will not be awarded in the following circumstances**

* The relevant property is empty or becomes empty
* The relevant property is not in the rating list on 31st March and 1st April 2017
* The ratepayer occupies the property on or after 1st April 2017
* The ratepayer is in receipt of mandatory, discretionary or CASC rate relief
* The rateable value is 200,000 or more, or increases to 200,000 or more
* New, split or merged properties in the rating list after 1st April 2017
* Where the rates payable increases due to the ratepayer ceasing to qualify for any other reliefs
* Where a business occupies more than two properties anywhere in the UK
* Educational establishments, sports centres, health centres/doctors surgeries and any publicly funded organisation will not be eligible

**Relief will be recalculated in the following circumstances**

* A change in rateable value in either the 2010 or 2017 rating lists
* The provision of a certificated value for the 2010 or 2017 rating list
* Any other reduction in the rates payable before revaluation support relief is applied
* Where there is an increase in rateable value after 1st April 2017 relief will not be awarded in respect of the rates payable attributable to the increase
* Any of the above conditions cease to be met

Revaluation support relief will apply to ratepayers receiving supporting small businesses and pub relief, provided the above conditions are met. Revaluation support will be calculated after the national reliefs have been applied

**The full scheme details are available at** [**https://www.cheltenham.gov.uk/additional-rate-relief**](https://www.cheltenham.gov.uk/additional-rate-relief)

**State Aid Rules**

The award of this relief must comply with EU law on State Aid. The application form requires you to confirm that you have not received any other State Aid that exceeds in total €200,000 in a 3 year period, under the De Minimus Regulations EC 1407/2013. When considering the total amount of State Aid you have received you should include any other Business Rates Retail Relief granted for premises other than the one to which this form relates.

Under the European Commission rules, **you must retain this form for three years** and produce it on any request by the UK public authorities or the European Commission. (You may need to keep this letter longer than three years for other purposes). Furthermore, information on this aid must be supplied to any other public authority or agency asking for information on ‘De Minimus’ aid for the next three years.

Further information on State Aid law can be found at <https://www.gov.uk/state-aid>.