



National Non-Domestic Rates: Rural Rate Relief Application

*Please delete where appropriate

Please complete this form and return it to the address on reverse
1. Please provide the name of rateable occupier making application:
2. Account reference: Property reference (if known):
3. Address of the hereditament (property): Postcode:
4. What is the nature of your business? i.e. General Store, butcher, salon.
5. What type of goods do you sell, if applicable?
6. Is yours the only business of this kind within your rural settlement?
7. What are your usual opening hours to the public?
8. How many people do you employ from the local area?
9. Please estimate the proportion of your outgoings to be paid in rates without the relief?
10. Please describe how your business is of benefit to the local rural community. (please use separate paper if required).

11. Would you like the council to consider awarding Discretionary Rural Rate Relief?
YES / NO*

All applications for discretionary relief must be accompanied by a copy of the most recent accounts for the business making the request.

12. Declaration

I believe that the information given on this form is correct. I also understand that the Council in order to protect the public funds that they handle may use the information provided on this form to prevent and detect fraud. I understand that if I knowingly provide false information I may be prosecuted. The Council may also share this Information for the same purpose, with other organisations which handle public funds.

Signed:

Dated:

Completed by (print name):

Capacity of person signing:

While you are not obligated to do so, if you could supply the below information for us to process your application as efficiently as possible should we need to contact you.

Telephone Number
Email Address

Fax Number
Website

Data Protection and Fraud Prevention

The information given on this form may be held on computer to enable the Council to meet its statutory duties. We may use the information provided to prevent and detect fraud.

Data Protection Act 1998

Revenues department will use your information for the purpose of Non-Domestic Rates. As part of the process we may check your details and share information with other service areas of the Council and government departments or agencies. You have the right to ask for a copy of the information we hold on you, which is subject to the Data Protection Act 1998 (for which we make a small charge) and to correct any inaccuracies.

Please return this form by:

Email - brates_kl@west-norfolk.gov.uk

Post - Revenues, PO Box 26, King's Lynn, Norfolk, PE30 1PX