Dear Sirs,

RE: Support for Small Business Relief

In March 2017 the government announced a new relief for ratepayers that had lost eligibility to Small Business Rates Relief or Rural Rate Relief due to the 2017 revaluation. Our records show that you may be entitled to relief, please find an application enclosed within.

The relief will ensure that year on year increases facing ratepayers is limited to the greater of:

- 5% plus inflation for 2017-18 or
- A cash value of £600.00 per annum.

Please see the reverse for full explanatory notes.

Support for Small Business Relief is required to comply with the European Law on State Aid. You are required to confirm that in addition to any Support for Small Business Relief potentially received, you will not exceed the set limits of €200,000 De Minimis State Aid. If you have received any other State Aid, including discretionary reliefs being granted for properties other to which this form and letter relates, please complete Section 7 on the application form.

Should you require any help or assistance, please do not hesitate to contact the office on 01553 616200.

Yours sincerely,

Executive Director
Explanatory Notes

Who can apply?
The relief is available to ratepayers who;

- Were entitled to either Small Business Rate Relief or Rural Rate Relief on 31\textsuperscript{st} March 2017, but lost their eligibility on 1\textsuperscript{st} April 2017 due to the national revaluation,
- Do not breach the State Aid ‘de minimus’ limits stated below.

How the relief works
The relief scheme will limit year on year increases when compared to the prior year full annual charge. The increases are capped to the greater of:

- 5% plus inflation for 2017-18
- 7.5% plus inflation for 2018-19
- 10% plus inflation for 2019-20
- 15% plus inflation for 2020-21
- 15% plus inflation for 2021-22 or
- A cash value of £600.00 per year.

This means that the bill will increase year on year, plus inflation, based upon the prior year annual chargeable amounts to the maximum percentage. The cash minimum of £600.00 ensures that ratepayers paying nothing or very small amounts in the 2016-17 year are brought into paying something.

Ratepayers will remain within the relief scheme for either 5 years or until they reach the bill they would have paid without the scheme.

A change of ratepayer at a property will not affect eligibility for this scheme unless the property becomes vacant for any period. Eligibility will be lost permanently if a charity or Community Amateur Sports Club occupies the property.

Bills will be recalculated or apportioned on a daily basis where changes occur i.e. reduction in rateable / change in ratepayer.

What is State Aid?
State Aid refers to financial support from a public or publicly-funded body given to organisations (including parent organisations), which has the potential to distort competition and affect trade between member states of the European Union. Providing discretionary discount such as the Pubs Relief to ratepayers might, depending on the circumstances, amount to State Aid. State Aid is generally prohibited by European Community rules. However, there are exceptions to this. Some financial aid is allowed under the ‘de minimis’ rules, if the total amount of funding received by an organisation does not exceed a prescribed limit. Currently, funding over a three year period must not cumulatively exceed €200,000 (including the current and two previous financial years). Government will not fund any relief that would lead to the de minimis limit being exceeded with respect to any ratepayer. In cases where the limit would be exceeded, reliefs will not be granted or only granted up to the de minimis limit. Please see https://www.gov.uk/guidance/state-aid for further information.
# Support for Small Business Relief

## 1. Property Address:

<table>
<thead>
<tr>
<th>Property Ref:</th>
<th>Account Ref:</th>
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## 2. Occupier:

- **Name:**
- **Trading or company name:**
- **If company; company no:**

## 3. Billing Address if different from property address:

## 4. Status of property:

- [ ] Occupied and trading to the public
- [ ] Occupied and used
- [ ] Vacant

## 5. Have you received any other State Aid (inc’ discretionary relief) on any property other than that stated above in section 1:

- Yes [ ] (Please complete declarations in section 6 and 7)
- No [ ] (Please complete declaration in Section 6 only)

## 6. Declaration

By signing this form you are confirming that you have read and understood the explanatory notes, the terms and conditions set out in the Privacy Notice attached and are agreeing to the following declaration:

- I understand that if I provide false information I may be prosecuted.

- I also understand that the Revenues Division, in order to protect the public funds that they handle, may use the information provided on this form to prevent and detect fraud. The Council may also share this information for the same purpose with other organisations that handle public funds.

Signed:  
Date: 

Completed by (print name):  

Telephone No:  
Email:
7. De Minimis’ State Aid Declaration:

Awards of Support for Small Business Relief shall comply with the EU law on State Aid on the basis that, including this award, ……………… will not receive more than €200,000 in total of De Minimis aid within the 2019-20 financial year or the previous two financial years.

Please list all previous and current State Aid received by your organisation below, including the total amount of this and any other Retail Discount you are being granted. Please use additional paper if necessary.

<table>
<thead>
<tr>
<th>Amount of De Minimis aid</th>
<th>Date of aid</th>
<th>Organisation providing aid</th>
<th>Nature of aid</th>
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1) I am authorised to sign on behalf of ……………………………………………; and confirm that

2) …………………………………………… shall not exceed its De Minimis threshold by accepting this Support for Small Business Relief.

Signed:

Printed:

Position:

Date:
Privacy Notice

The Council will use your personal information for the purposes of billing, collecting and recovering Council Tax, Non Domestic Rates and the Business Improvement District Levy. The processing of this information is necessary for the Council to perform a task in the public interest or in order to discharge one of its official functions, as provided by law, in this case the Local Government Finance Acts 1988, 1992 and 2012 and all associated legislation and regulations.

Your data will be used for this specific purpose and may be passed to such third parties, including, but not limited to:
1. The Police
2. The Courts and Tribunal Service
3. Immigration Services
4. Internal Council Departments
5. Contractors providing revenues and benefits services
6. Contractors providing Debt, Welfare and Housing Advice
7. Contractors providing IT Services
8. Organisations responsible for Business Improvement Districts
9. Other Local Councils
10. Government agencies / departments i.e. HMRC, DWP, MHCLG
11. Enforcement Agents and Warrant Officers
12. Landlords
13. Elected Members and MPs

with whom the Council needs to share your information in order to meet its obligations in billing, collecting and recovering Council Tax, Non Domestic Rates and the Business Improvement District Levy, or for the purposes of preventing or detecting fraud or other crimes. This may also include other Council departments where the law permits us to do so.

Your information will be kept strictly confidential and will be stored securely and in conjunction with Data Protection Legislation and the Council’s own Data Protection and Privacy Policies, which can be found by visiting the Council’s website.

Your information will be kept in accordance with our Data Retention Policy and the requirements of the Local Government Finance Acts 1988, 1992 and 2012 (and associated legislation and regulations). Once this period expires, your information will be deleted and securely disposed of, ensuring that it is only kept for as long as is necessary.

You have a number of rights available to you, including the right to see copies of all the data held about you by the Council, to ask for it to be corrected, updated or deleted, to request the Council to restrict what it does with your data in certain circumstances, to object to what the Council may do with your data, and to data portability.

Please note that these rights are not absolute and that there are circumstances where they do not apply or the Council’s obligations may override these rights. If this is the case, you will be informed of this.

If you want more information, you can contact the Council’s Data Protection Officer, at dataprotection@west-norfolk.gov.uk or telephone the Council on 01553 616200 and ask to speak to the Data Protection Officer.

If you are unhappy with the way your personal information is being handled you can contact the Independent Information Commissioner at https://ico.org.uk.