



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;

- 7.5% plus inflation for 2018-19 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 faithfully

Assistant 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 31st March 2017, but lost their eligibility on 1st 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. Should the scheme be terminated early due to an earlier general revaluation, ratepayers will be notified.

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.

Support for Small Business Relief

Borough Council of
King's Lynn &
West Norfolk



1. Property Address:

Property Ref:

Account Ref:

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 question 1:

- Yes ☐ (Please complete the De Minimis Declaration on the reverse – Number 7)
- No ☐ (You only need to complete the declaration under number 6 and not the De Minimis Declaration)

6. Declaration

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

- I understand this relief, if awarded, will decrease year on year until expiry on 31st March 2022 unless I reach the bill that would have been reached without the scheme.
- 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:

Dated:

Completed by (print name):

Capacity of person signing:

Telephone Number:

Email Address:

7. State Aid Declaration

An award of Support for Small Business Relief must comply with the EU law on State Aid, which states that a business entity shall not receive more than €200,000 De Minimis aid within the current or the previous two financial years. This includes any award of Support for Small Business Relief combined with any other aid.

The De Minimis Regulations 1407/2013 (as published in the Official Journal of the European Union L352 24.12.2013) can be downloaded at <http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=OJ:L:2013:352:0001:0008:EN:PDF>.

Please list all previously received State Aid below, including the total amount of this and any other discretionary relief you are being granted. Please use additional paper if required.

| Amount of De Minimis aid | Date of aid | Organisation providing aid | Nature of aid |
|--------------------------|-------------|----------------------------|---------------|
| € | | | |
| | | | |
| | | | |
| | | | |

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:

Please return this form to: Revenues, PO Box 26, King's Lynn, Norfolk, PE30 1PX