

Date of  
Issue:

Financial year  
commencing:

Account number:

## Application for Rural Rate Relief

This form enables you to claim Rural Rate Relief if your business is located in a particular rural area  
(see settlement list included with this form)

There are two types of relief available, mandatory and discretionary relief. Mandatory relief must be awarded to certain types of businesses that qualify. Discretionary rate relief can also be awarded, either on its own to businesses that do not qualify for mandatory relief, or to top up any mandatory relief awarded.

**Part one. Mandatory relief:** To qualify for 50% mandatory relief your business must:

- be within the boundaries of a qualifying rural settlement (see back page).
- be a sole (Post office, general store, public house, or petrol filling station) or rural food shop.
- have a rateable value of no more than £8,500 for sole (post offices and general stores), rural food shops or farm diversification enterprise.
- have a rateable value of no more than £12,500 for sole (Public houses and petrol filling stations).

### Definitions

A post office is within the meaning of the Post Office Act 1953.

A sole general store must sell food for human consumption (not just confectionery) and general household goods.

A public house must hold a premises license under the Licensing Act 2003 authorising the sale of alcohol.

Public houses which were licensed under the Licensing Act 1964 and have not been licensed under the 2003 Act will still be regarded as public houses until 1 April 2007.

A petrol filling station must sell petrol or other fuels to the general public for road vehicles.

A rural food shop must sell food for human consumption on a retail basis (excluding confectionery and catering premises, ie those who sell food for consumption on the premises or hot food that is eaten off the premises).

**Part two. Discretionary relief:** To qualify for discretionary relief your business must:

- be within the boundaries of a qualifying rural settlement (see list included with this form).
- have a rateable value of no more than £16,500.
- either: receive mandatory relief because you qualify as one of the businesses mentioned in part one (in which case up to 50% top up relief can be awarded)  
or: be another rural business not mentioned in part one (in which case up to 100% relief can be awarded at the discretion of the Council) and be used to benefit the local community and in the interest of council taxpayers.

### Part three. Other points to note

- We will review mandatory and discretionary relief periodically and may reduce or remove it after twelve months notice.
- You must continue to pay your rates until you hear if your application has been successful. We will send you an amended account if relief is awarded and backdate it.
- You must notify us if there are any future changes to your circumstances that might affect your relief.
- Applications for a financial year may be accepted up to six months after the start of the chargeable year.
- Applications will be backdated to the beginning of the Financial Year (or the date you occupy after that).
- Relief may be withdrawn if in the future your rateable value increases.

### Part four. How to fill in this form

Please fill this form in ink and read the above notes before you complete it.

- If you need help or more information, please contact us (see the address and telephone number on the top of this form).
- Please answer each question that applies to your business and provide any extra information you feel is relevant.
- Please ensure that you fill in the form properly, it will take longer to deal with your application if it is incomplete.



# Application details

## Part five. Your details

Name of ratepayer (or trading name) .....

Address of property to which the application relates .....

.....

Postcode: ..... Telephone: .....

In which rural settlement is the property situated? (see list included with this form) .....

Email address: ..... Fax Number: .....

## Part six. Post offices

What proportion of the business is used as a post office? (as defined in the Post Offices Act 1953)

0-50%  51-100%

What is the remainder of the property used for? .....

.....

Is your business the only post office in the above rural settlement? Yes / No

## Part seven. General stores

What proportion of the business relates to the sale of food sold for human consumption?

0-50%  51-100%

What proportion of the business relates to the sale of general household goods?

0-50%  51-100%

What is the remainder of the property used for? .....

.....

Is your business the only general store in the above rural settlement? Yes / No

## Part eight. Public houses

Do you have a premises license issued by the licensing authority under the Licensing Act 2003? Yes / No

Apart from licensee's living accommodation, is all of the property used as a public house? Yes / No

If not, what is the remainder of the property used for (for example restaurant, holiday accommodation or function rooms)?

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Is your business the only public house in the above rural settlement? Yes / No

## Part nine. Petrol filling stations

Do you sell petrol or other fuels to the general public? Yes / No

Approximately what percentage of your trade is generated by fuel sales?

0-50%  51-100%

Do you provide any other garage services? (for example repairs, servicing or car sales) Yes / No

If yes, please provide details .....

.....

Is your business the only petrol filling station in the above rural settlement? Yes / No

**Part ten. Rural food shops**

What proportion of your business relates to the sale of food sold for human consumption?

1-25%  26-50%  51-75%  76-100%

What is the main type of food that you sell? .....

Do you sell confectionery? Yes / No

If yes, what percentage of your trade is generated by these sales? 0-50%  51-100%

Do you sell food that can be eaten on the premises? Yes/ No

If yes, what percentage of your trade is generated by these sales? 0-50%  51-100%

Do you sell hot food that can be eaten off the premises? Yes / No

If yes, what percentage of your trade is generated by these sales? 0-50%  51-100%

**Part eleven. Other businesses**

What type of business do you operate? .....

What goods (if any) do you sell? .....

What services (if any) do you provide? .....

In your opinion, how does your business benefit the local community? .....

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**Part twelve. All applicants**

How many staff do you employ? ..... How many of these live in the local area? .....

What proportion of your business is generated by people living in the local community?

0-50%  51-100%

What are your opening hours? .....

.....

Are you open all year? Yes/ No

Where is the nearest business which provides similar goods or services to those provided by you (please provide location and/or distance)?

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Are you a sole trader? Yes / No

Are you a limited company? Yes / No

Do you receive support or backing from any national or regional organisation? Yes/No  
(If yes please provide details)

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**Declaration**

The information I have given on this form is correct. I understand that I may be liable to prosecution if I have wilfully stated anything that I know to be false or do not believe to be true. I agree to the Council making any enquiries that it considers necessary to verify the information that I have provided. I agree to tell Cheshire West and Chester, Business Rates office within 21 days of any changes in my circumstances that may affect my Non Domestic Rate bill. I understand that the Council will hold the information I have given either on computer or on paper in accordance with the Data Protection Acts 1984 and 1998. (The Council will not disclose information about you to anyone outside Cheshire West and Chester or use data for other purposes unless the law permits us to).

Signature of ratepayer: ..... Capacity of person signing: .....

Name: ..... (Block capitals) Date: .....

The application must be signed by the ratepayer or a person authorised to sign on behalf of the ratepayer. This means, where the ratepayer is:-

- (a) a partnership, a partner of that partnership
  - (b) a trust, a trustee of that trust
  - (c) a body corporate, a director of that body,
- and in any other case, a person duly authorised to sign on behalf of the ratepayer.

**Warning**

It is a criminal offence for a ratepayer to give false information when making an application for Rural Rate Relief.

You do not have to give your telephone number but it would help us if you did, as we may need to contact you for further information about this application.

Telephone Number (optional).....

**Please return this application form to:**

**Business Rates Section, Billing and Debt Team, PO Box 187, Ellesmere Port CH34 9DB  
If you need any help with this form then please telephone Business Rates 0300 123 7023**

## List of areas for rural rate relief purposes

Acton Bridge  
Agden  
Aldersey  
Aldford and Saighton  
Allostock  
Alvanley  
Anderton with  
Marbury  
Antrobus  
Ashton Hayes and  
Horton cum-Peel  
Aston  
Bache  
Backford  
Barrow  
Barton  
Beeston  
Bostock  
Broxton  
Burwardsley  
Byley  
Capenhurst  
Carden  
Chidlow  
Chorlton  
Chowley  
Christleton  
Churton  
Clotton Hoofield  
Clutton  
Coddington  
Comberbach  
Croughton  
Crowton  
Cuddington (Malpas)  
Darnhall  
Davenham  
Delamere and  
Oakmere  
Dodleston  
Duckington  
Duddon  
Dunham-on-the-Hill  
and Hapsford  
Dutton  
Eaton and Eccleston  
Farndon  
Golborne David  
Great Budworth  
Guilden Sutton  
Handley  
Hargrave and Huxley  
Harthill  
Huntington  
Ince  
Kelsall  
Kingsley  
Lea-by-Backford  
Ledsham  
Little Budworth  
Little Leigh  
Little Stanney  
Littleton  
Malpas  
Manley  
Marston  
Mickle Trafford  
Mollington

Moston  
Mouldsworth  
Moulton  
Nether Peover  
No Mans Heath  
Norley  
Poulton and Pulford  
Puddington  
Rowton  
Rushton  
Shocklach Oviatt  
and District  
Sproston  
Stanthorne  
and Wimboldsley  
Stoak  
Stretton  
Sutton Weaver  
Tarpurley  
Tarvin  
Tattenhall and District  
Thornton-le-Moors  
Threapwood  
Tilston  
Tiverton and  
Tilstone Fearnall  
Tushingham cum  
Grindley, Macefen  
and Bradley  
Utkinton  
Waverton  
Wervin  
Whitegate and  
Marton  
Whitley  
Wigland  
Willington  
Winham

**Designated Rural Settlements** (unparished areas)

Burton  
Childer Thornton  
Hooton  
Willaston

**Designated Rural Settlements** (by maps)

Swanlow

**Designated Rural Settlements** (single settlement by grouping)

Lostock Gralam  
Lach Dennis