

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

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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?

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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?

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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

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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?

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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