



Discretionary rate relief application

Name of organisation

Address of organisation

Postcode

Address of the property for which relief is being claimed

Postcode

Name, address and telephone number of person making the application

Title

First name(s)

Surname

Telephone number

Address

Postcode

What are the main objectives of the organisation and what percentage of the beneficiaries are residents of the Norwich City Council area?

Which part of the policy does your organisation satisfy?

(i) Does the organisation have a freehold, leasehold, or other interest in the property?

Yes No

(ii) If you answered yes to 7 (i) above, when did that interest begin?

(iii) What are the financial arrangements under which the organisation is occupying the property?

Is the organisation currently receiving

any other grants

Yes No

contributions

Yes No

assistance or

Yes No

reliefs from any other source?

Yes No

If you answered yes to any of these, please state the amount and source.

Is there any other information which you would like to bring to our attention (this can be included on a separate sheet of paper if necessary)?

If your application is successful, do you agree that you will inform me of any material change in the present use of the property by the organisation? Yes No

Signature: _____

Date: _____

Capacity/role in the organisation: _____

Please attach:

- (1) Supporting statements and information regarding the general and specific criteria issued by the city council.
- (2) A copy of the organisation's most recent accounts and the balance sheet.
- (3) An estimated budget for the current financial year.

Please send your application, along with other associated documents, to:

Revenue services, Norwich City Council, City Hall, Norwich, NR2 1NH

'De minimis' declaration

European Union law regulates state funded support to businesses and discretionary rate relief is classed as state aid. Under the "De Minimis" regulations, no one company/organisation or sole trader may receive more than €200,000 of state aid in a three year period.

You can find out more about state aid on the government website
<https://www.gov.uk/state-aid>

To apply for discretionary rate relief you should complete the enclosed application form. You must keep a copy of this letter for three years from the date you send in your application.

The award of discretionary rate relief must comply with state aid law and you must complete the declaration on the application form if you have received other state aid. You must confirm that the award of discretionary rate relief does not exceed the €200,000 allowed under the state aid regulations.

You must retain a copy of this letter and application/declaration for a minimum of three years and you must be able to present this to any other public authority or agency asking for information on "De Minimus" aid for the next three years.

You must continue to pay your business rates bill in accordance with the instalments shown on your latest bill whilst you wait for your application to be processed. Once your application has been processed any relief granted will be reflected in the remaining instalments.

I confirm that:

I am authorised to sign on behalf of the company/organisation or sole trader as shown on the application

and

The company/organisation or sole trader as shown on the application shall not exceed its De Minimus threshold by applying for discretionary rate relief on the property shown.

Print name _____ Signed _____

Position in company _____ Date _____



If you require this form in another language or format, eg large print, CD or audio cassette or Braille, please call 0344 980 3333 or email info@norwich.gov.uk