



National Non-Domestic Rates – Hardship Relief Application Form

Before completing this application form you should carefully read the accompanying notes.

To apply please fully complete this application form remembering to sign and date it. It should then be sent together with supporting documentation to the Business Rates Team at the above address. If you require assistance in completing this form then please contact us on **01476 40 60 80** or email **ndr@southkesteven.gov.uk**.

If there is insufficient space to fully answer any question then please attach a separate sheet of paper.

PERSONAL DETAILS

1. Name of the ratepayer making this application	
2. Account reference number <i>(from your bill)</i>	
3. Address of the property for which this application is being made	Post Code:
4. Correspondence address (if different)	Post Code:
5. The period for which this application relates	
5a. The amount of relief being sought	

YOUR BUSINESS

6. What type of business is it?

- Sole trader
- Partnership
- Limited company
- Other *(please use the space below to tell us)*

6a. Please list the names of all partners, company secretary and company directors where they exist.
(please use the space below to tell us)

7. What goods and/or services does your business provide. *(please use the space below to tell us)*

7a. Which parts of South Kesteven does it serve? *(please use the space below to tell us)*

8. Do you consider that your business provides a unique service to the local community?

- Yes No

If yes, where is the nearest business that is similar to yours? *(please use the space below to tell us)*

8a. Why do you consider your service to be unique? *(please use the space below to tell us)*

Empty response area for question 8a.

9. How many people does the business employ?

Number of employees	Full time	Part time
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>

10. How many of your employees reside within South Kesteven?

Empty response area for question 10.

INFORMATION ABOUT YOUR APPLICATION

11. What specific actions have you taken to improve the viability of your business before making this application? *(please use the space below to tell us)*

Large empty response area for question 11.

12. What do you think will be the consequences for your business should we decide not to grant hardship relief? *(please use the space below to tell us)*

13. What do you think will be the consequences for the local community should we decided not to grant hardship relief? *(please use the space below to tell us)*

14. Is the business in receipt of financial assistance or seeking financial assistance from any other source?

Yes

No

If no, why not? (please use the space below to tell us)

YOUR BUSINESS FINANCIAL INFORMATION

15. Does the business have debts that may result in a creditor commencing enforcement action or insolvency proceedings?

Yes

No

If yes, please provide details

<p>16. Does anyone with a financial interest* in the business have unsatisfied debts with South Kesteven District Council?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes, please provide details</p>
<p>17. Does anyone with a financial interest* in the business have unsatisfied County Court Judgements (CCJ's)?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes, please provide details</p>
<p>18. Has anyone with a financial interest* in the business been declared bankrupt or been disqualified from holding a directorship?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes, please provide details</p>

* by 'financial interest' we mean the sole trader, partners or company secretary/directors of a company together with any individual who is a share holder

DECLARATION

In applying for hardship relief I/we declare that the information given on this form together with the supporting information is correct.

I/we authorise South Kesteven District Council ('the council') to make any enquiries necessary to verify the information which may include a search of credit files with a credit reference agency. The council may use this information in conjunction with its own records.

I/we understand that the council may, in considering this application, seek clarification of any information that has been supplied or require the provision of further information.

I/we understand that all decisions may be published together with the application form and supporting information (which includes financial information) which were considered in reaching the decision.

I/we understand that without the relevant information, the council cannot process this application and so I/we enclose (in addition to the information supplied within this application and the supporting documentation): -

1.	Audited accounts or independently verified accounts for the past three years. In the case of a new business, established for less than twelve months, estimates of annual income and expenditure
2.	A copy of the original business plan incorporating a history of the business and the events leading up to the application for hardship relief
3.	A cash flow forecast for a minimum of the next twelve months from the date of this application
4.	Copies of bank statements for the last three years (back from the date of this application). In the case of a new business established for less than three years then copies of the bank statements from the commencement of trading

I/we undertake to notify the council immediately should the business' circumstances change.

I am able to make this application or am a person properly authorised to make this application in the capacity shown below.

I/we understand that the information provided may be shared with other organisations in accordance with the Data Protection Act 1988 (as amended).

Signature:	
Name of signatory (please print):	
Capacity in which signed:	Date:

WARNING: The provision of false, inaccurate or misleading information in connection with this application may result in the rejection of the application. It may also result in legal action against you under the Fraud Act 2006 (as amended).

Data Protection

Personal information held for non-domestic rating purposes will be held and used in accordance with the requirements of the Data Protection Act 1998 (as amended). To assist the council in the prevention and detection of fraud so that it can protect public funds it administers, the council may use information provided for non-domestic rating purposes for data matching purposes. The council may also data match information provided for non-domestic rating purposes with other public bodies that regulate, administer or are in receipt of public funds for the purposes of the prevention and detection of fraud.

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