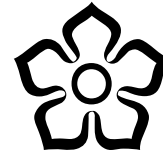


When you contact us, as for Revenues & Customer Support
Direct Line: 0116 454 1005



Leicester
City Council
115 Charles Street
Leicester
LE1 1FZ

Tel: 0116 454 1005

business.rates@leicester.gov.uk

Manage your account online at
www.leicester.gov.uk/myrb

LIMITED COMPANIES

Application for National Non-Domestic (Business) Rate Relief Under the provisions of Section 49 (Hardship), Local Government Finance Act 1988

Please complete all the sections in this form and return it within 21 days, together with copies of the documents requested in support of your claim to Freepost YORKHOUSE (Please only use those words in the address. No stamp is needed)

If you have any questions about this letter please e-mail us at business.rates@leicester.gov.uk. Services such as computers, telephones and document scanners are available at Granby Street Customer Service Centre. For further information please visit: www.leicester.gov.uk/contact-us/self-service-and-customer-services.

1. Name of Ratepayer	
2. Address of Property	
3. Please give the reasons for the closure of the business (if appropriate) Use the continuation sheet on page 4 of this form if necessary	
4. A) Are you the freeholder or leaseholder of the property?	
4. B) What attempts have been made to either let or sell the property?	

4. C) If the property has been sold, please explain how the proceeds have been distributed.

Please give the reason(s) for your application.

As any hardship relief is borne by Leicester's Council Tax payers, please give details of what hardship is being experienced and why it is in the interests of these payers to grant relief. (For example, the affect business closure would have on the local community, or employment.)

OUTSTANDING CREDITORS

Name and Address of Creditor	Amount Outstanding	Details of any repayment arrangements or action being taken against the company

**IMPORTANT – You MUST provide proof of ALL the details you have stated above
(Copies of documents are acceptable)**

Please turn over

Data Protection Privacy Statement

Any personal information that you provide will be processed in accordance with current Data Protection laws. It will be used by Leicester City Council and our partners to deliver and improve services and fulfil our legal duties. We will not disclose any personal information to anyone else unless required or allowed to do so by law. Read more about how we use personal data in our Fair Processing / Privacy Notice on our website: leicester.gov.uk/privacy.

DECLARATION:

I declare that the information on this form is correct to the best of my knowledge and belief.

Signed:.....

Mr/Mrs/Miss/Ms:.....

Position in company (if applicable):.....

Date:.....

Daytime Telephone Number:.....

Your e-mail address:.....

(You do not have to tell us your telephone number or email address, but doing so will help us to contact you quickly in case we need any more information)

A COPY OF YOUR LATEST / FINAL SET OF AUDITED ACCOUNTS MUST ACCOMPANY THIS FORM, AS YOUR APPLICATION WILL NOT BE CONSIDERED WITHOUT THEM.

INFORMATION FOR APPLICANTS

1. Discretionary Rate Relief can be considered on occupied and unoccupied rate liabilities under the provisions of Section 49 (Hardship) of the Local Government Finance Act 1988.

In considering the application, Leicester City Council needs to be satisfied about TWO statutory requirements.

These are:

- **The ratepayer would sustain hardship if the City Council did not grant relief; and**
- **It is responsible to do so having regard to the interests of persons liable to pay Council Tax as part of the cost of granting any relief is borne by them.**

2. Please complete this form and return it within the next 21 days.

3. When all the information has been gathered, a report supported with a recommendation by an officer of the Department, is presented to the Director of Finance under delegated authority from the Cabinet.

4. You will be informed of the Council’s decision in writing.

5. It is important to provide **ALL** the information requested. Failure to do so may affect the outcome of your application.

Please turn over

