

Local Discretionary Rate Relief application form

Section A - Business/Organisation and property details

Please complete this section about the property that you want relief for and the organisation that occupies it

Account reference

Address of Property

Business/Organisation
(name or title of organisation
applying for relief)

What type of business is run from the premises?

Description of the property e.g. office, shop, public house, petrol station etc.

How is the property used?

Section A - Organisation and property details *continued*

Contact

Name of contact and daytime telephone number

Address for correspondence if different from property address

Do you own the property? (Please tick)

☐

Yes

☐

No

If no, please give details

Section B - Discretionary relief

*** IMPORTANT *** Please complete this section to apply for discretionary relief providing as much detail as possible. Please continue on a separate sheet of paper if necessary
Please also provide a copy of your last two years audited accounts.

1. How does your business benefit local people and /or the local economy?

2. Does your business create or support opportunities for education or training? If so, please provide details.

3. Have you considered relocation to the Enterprise Zone? If so, please provide full details of your reasons for not relocating into one of these sites.

4. Are the premises occupied? If not, please provide timescale of when this is will happen.

5. Please provide detail of any other rate relief you are receiving

Section C - Declaration

As far as I know and believe, the information I have given is correct.

Name
(in capitals)

Position

Telephone number

Email address

Signature

Date

Section E - Checklist and documents required

Please provide copies of the following items:

Copy of your last 2 years audited accounts.

Please return completed form and supporting documents to:

economicsservices@eastssuffolk.gov.uk