
Appendix II

Dear Sirs,

Re: Business Rates – Retail Rate Relief

You may be aware that the government announced in the Autumn Statement on 5th December 2013 that it will provide a relief of up to £1,000 to all occupied retail properties with a rateable value of £50,000 or less in each of the financial years 2014/15 and 2015/16.

To qualify for the relief the rateable value of the property should be £50,000 or less and it should be wholly or mainly used as a shop, restaurant, cafe or drinking establishment.

If you wish to make an application for Retail Rate Relief, please complete and return the enclosed form as soon as possible.

If your business is part of a chain you should consult your head office as this relief is considered to be State Aid. However, it is compliant where it is provided in accordance with the De Minimis Regulations (1407/2013). The De Minimis Regulations allow a business to receive up to €200,000 of De Minimis aid in a three year period.

Should you have any enquiries regarding this matter, please do not hesitate to email the Business Rates team at businessrates@wiltshire.gov.uk .

Yours faithfully

A handwritten signature in black ink, appearing to read 'Paul Southway', written in a cursive style.

Paul Southway
Revenues Operations Manager

Application for Retail Rate Relief

Date of application:	
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Account reference number:	
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Organisation name:	
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Address:	
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Telephone number:		Fax number:	
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Please indicate whether you are a :

SHOP
 RESTAURANT
 CAFE
 DRINKING ESTABLISHMENT

Please provide a brief description of your business and main type of goods you sell:

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The value of the business rates retail relief to be provided to you by Wiltshire Council is considered to be State Aid.

This award should comply with the EU law on State Aid on the basis that, including this award, you shall not receive more than €200,000 in total of De Minimis aid within the current financial year or the previous two financial years. The De Minimis Regulations 1407/2013 (as published in the official journal of the European Union L352 24.12.2013) can be downloaded at <http://eur-lex.europa.eu/LexUriServ.do?uri=OJ:L:2013:352:0001:0008:EN:PDF>

Please list all previously received De Minimis aid below, including the total amount of this and any other Retail Relief you are being granted.

Amount of De Minimis aid	Date of aid	Organisation / Local Authority providing aid	Nature of aid
£1,000	1/4/14 to 31/3/15	Wiltshire Council	Retail Relief

I confirm that I am authorised on behalf of -----(business name); and the De Minimis threshold will not be exceeded by accepting this Retail Relief

Signature of ratepayer or person authorised to sign on behalf of the ratepayer:

Name:		Position:	
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Signature:		Date:	
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Important

- the business rates remain payable while the application is being processed
 - once the application has been processed, any change in your circumstances could affect your entitlement and you have a legal duty to tell us within 21 days of any such change
 - failure to tell us of changes could result in a penalty charge
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Please return this form to:

Revenues and Benefits
Wiltshire Council
Monkton Park
Chippenham
Wiltshire
SN15 1ER

Email: businessrates@wiltshire.gov.uk

Local offices are also situated in Trowbridge, Salisbury and Devizes

Fair Processing Statement

We will keep and use your personal information in line with the requirements of the Data Protection Act 1998.

This Authority is under a duty to protect the public funds that it administers and, to this end, may use the information you have provided on this form within this Authority for the prevention and detection of fraud. It may also share this information with other bodies administering or in receipt of public funds, such as HM Revenues and Customs.

The Council participates in data matching exercises through the National Fraud Initiative. These exercises match the data held by the Council with that of other agencies, including other local authorities and government departments to:

- Prevent or detect benefit fraud or any other crime;
- Support national fraud initiatives; and
- Protect public funds

