

GRAVESHAM BOROUGH COUNCIL

Business Rates Relief Application Form North Kent Enterprise Zone

Contact details			
Business Rates Account Number: (if known)			
Business Rates property address: Property address where you are applying for Enterprise Zone Business Rate Relief. If you are occupying more than one property please provide address of each.			
Company name:			
Contact name:			
Address for correspondence: (if different from the property address above)			
Contact telephone number:			
Contact email address:			
About your business/company			
What is the nature of your business activities? Where possible, please provide a Standard Industrial Classification (SIC) code which you feel best fits your company.			
Is the company a limited company? Please mark an 'x' as appropriate.	Yes		No
If yes , please provide your company number:			
Planned number of employees on site:		By: (date)	
Planned number of apprentices on site:		By: (date)	

If the organisation is part of a group or holding company please **provide details of the group's structure** in the box below.
Please use a separate sheet if required.

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Is the organisation a registered charity? Please mark an 'x' as appropriate.	Yes		No	
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If yes , please state:	Registration No.:	Date registered:		
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If the business is not a registered company/charity what is your trading status (e.g. sole trader, partnership, self-employed)? Please give name/s of sole trader/partners and trading name:				
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Does the business/organisation occupy other premises? Please mark an 'x' as appropriate.	Yes		No	
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If you answered yes please provide the full address of each of them. Please use a separate sheet if required.				
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The property where you are applying for relief				
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If you own the property please state the date of purchase (dd/mm/yy):				
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If you hold a lease/tenancy agreement please state:	Date of commencement (dd/mm/yy):			
	Term of the agreement:			

Have you moved into the property? Please mark with an 'x' as appropriate.	Yes		No	
If yes , when did you move in (dd/mm/yy)?				
If no , when do you expect to move in (dd/mm/yy)?				
If you are a tenant, please give your landlord's name and address. Please note you must be the rate payer to receive the relief.				
What will the property be used for?				

State Aid De Minimis

State Aid is financial support that is provided by the State to business organisations.

State Aid rules exist to avoid public funded interventions distorting competition within the European Union. Business Rates Relief is State Aid. Generally State Aid is prohibited and unlawful. However there are a number of exemptions, which if they apply, render the State Aid lawful and permitted. The relevant exemption in respect of this application is De Minimis Aid. For your application to be successful it must fall within the De Minimis Aid criteria. The relevant regulation is the Commission Regulation (EC) No 1998/2006 (De Minimis Regulations).

Under the De Minimis Aid criteria there is a De Minimis Threshold. Where an applicant, parent company or subsidiary receives aid, over a three year period that exceeds the threshold, they will not be entitled to De Minimis Aid.

To decide whether your application is eligible for De Minimis Aid we need to know if you or any company in your group of businesses have received State Aid or if you expect to receive any State Aid in the current financial year or the previous two financial years. Usually where De Minimis Aid has been provided, you will have received a letter informing you that the assistance you were given was given under De Minimis Regulations. It would usually be in the form of discounted rent or subsidised supply.

Please note that any Business Rate Relief awarded is included in the De Minimis Threshold.

Generally the De Minimis Threshold is €200,000 over the current financial year and the two previous financial years. If some aid has been received by the undertaking in previous years but this does not exceed the De Minimis Threshold then a partial business rate relief may be granted up to the De Minimis Threshold level. The threshold applies to all aid received by a parent company/group of businesses rather than just a subsidiary.

For exchange rate purposes, the Commission's exchange rate should be used as it is or was on the day the aid was granted.

Where the De Minimis Aid has been applied incorrectly then recovery will be for the full amount of the aid regardless of whether only part of it exceeds the threshold.

Relevant information and State Aid De Minimis regulations are available at: www.gov.uk/state-aid

I confirm that the business/organisation or any holding or subsidiary companies **has received/will be receiving other De Minimis State Aid** for the three most recent fiscal years (this being the current fiscal year and the previous two fiscal years).

Please provide details below.

If no state aid has been received please state 'none'.

Organisation providing the assistance/aid:	Value of assistance/aid obtained:	Date of assistance/aid:	Nature of assistance/aid:

Declaration

Please complete and sign this declaration. Your application will not be considered without this declaration being completed. **This application must be signed by the ratepayer, or where the ratepayer is a company, by a director or partner of that company.**

- I declare that the information given in this form is complete and accurate to the best of my knowledge and belief
- I authorise Gravesham Borough Council to make any necessary enquiries to verify the information on this form, within the terms of the Data Protection legislation
- I declare that any change which may affect entitlement to this relief will be notified to the Council
- I declare that I will advise Gravesham Borough Council of any relief I receive that is considered to be State Aid
- I realise it is a criminal offence for a ratepayer to give false information when making an application for Business Rate Relief and may result in criminal prosecution.

Name:		Position:	
Signature:		Date:	

How we use your information

This authority is under a duty to protect the public funds it administers, and to this end may use the information you have provided for the prevention and detection of fraud. It may also share this information with other bodies responsible for auditing or administering public funds for these purposes.

Please return this completed form by email to rates@gravesham.gov.uk or post to Business Rates, Gravesham Borough Council, Civic Centre, Windmill Street, GRAVESEND, Kent DA12 1AU

For office use only:

Check with Economic Development Team

Check with Director (Corporate Services)