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Our ref: BRates/Disc

Dear Sir/Madam,

### **Business Rates Discretionary Relief Scheme**

The Chancellor announced at the Budget on 8<sup>th</sup> March 2017 that the Government would provide additional help to businesses who are facing large increases in business rates as a result of 1<sup>st</sup> April 2017 rateable value re-valuation. A letter (BRIL 4/2017) was issued by the DCLG on 20<sup>th</sup> June 2017 providing local authorities with further information and confirmation of the amount of Government funding. Woking Borough Council has been granted a maximum funding allocation of £288,000 in 2017/18, £140,000 in 2018/19, £58,000 in 2019/20 and £8,000 in 2020/21. The funding allocation has been based on the Governments estimation of properties with a rateable value of less the £200,000 who have had an increase in rates from 2016/17 to 2017/18 of more than 12.5%. In addition properties with a rateable value of below £20,000 receive additional protection to limit the percentage of increase as part of the 2017 re-valuation.

There are over 2,500 business rated properties within Woking Borough Council and the funding needs to be targeted at those who are facing the largest increases and based on the Governments funding calculation criteria.

Woking Borough Council's Discretionary scheme to allocate this funding has been set using the following criteria:

1. The charge payer must have had a charge in 2016/17 up to 31<sup>st</sup> March 2017.
2. The chargeable premises must have been in occupation i.e. it is not an empty/un-occupied property.
3. The 2017 Rateable Value of the premises is above £20,000 but below £200,000.
4. The increase in the full 2017/18 charge compared to the full 2016/17 charge is 12.5% or more.

You have been sent this letter as your 2017 rateable value is above £20,000 but below £200,000 and therefore you may qualify for this discretionary relief. In order to apply you must meet the criteria above, complete and return the attached application form **by 31<sup>st</sup> October 2017**.

Provided circumstances remain the same relief will be award each year on a reducing scale from 2017/18 to 2020/2021. The amount will be dependant upon the number of successful applications received.

Yours sincerely,  
Terry Stocks

Revenues Team Manager

For further information please contact Terry Stocks on 01483 743231 (Direct Line) or  
Email [Terry.Stocks@woking.gov.uk](mailto:Terry.Stocks@woking.gov.uk)  
EF389EAE

**Application for  
Business Rates  
Discretionary  
Relief  
2017/18 to 2020/21  
Only**



**In the Spring Budget 2017, the Government announced new discretionary relief funding for those businesses who are facing large increases as a result of 1<sup>st</sup> April 2017 rateable value re-valuation. The scheme does not continue after 2020/21 and funding reduces each year from 2017/18.**

### **General Principles**

1. All decisions in respect of applications for discretionary rate relief must be taken in accordance with statutory requirements and give due consideration to any guidance issued by the Secretary of State.
2. Decisions shall be taken in accordance with the Council's Constitution.
3. The charge payer must have had a charge in 2016/17 up to 31<sup>st</sup> March 2017.
4. The chargeable premises must have been in occupation i.e. not empty/un-occupied.
5. The 2017 Rateable Value of the premises is above £20,000 but below £200,000
6. The increase in the full 2017/18 charge compared to the full 2016/17 charge is 12.5% or more.

### **State Aid**

Awards of Section 47 Reliefs are required to comply with the EU law on State Aid. In this case, this involves returning the attached form for relief stating that the qualifying conditions are met and declaring to this authority that the award of relief will NOT cause the de-minimis level for state aid to be breached.

The applicant for the Relief needs to declare that they do not exceed the €200,000 state aid limit under the European Commission rules, they should retain a copy of the application form for 3 years and produce it on any request by the UK public authorities or the European Commission. Furthermore, information on this aid must be supplied to any other public authority or agency asking for information on 'De Minimis' aid for the next three years.

## APPLICATION FORM:

Please complete and return the following pages if you wish to apply for Section 47 Relief.

You must declare that you meet the criteria for the relief and it is advisable that you keep a copy of the application form in respect to the state aid declaration.

<b>Business Rates Account Number :</b> (This will start with 30.....)	
<b>Name of Business:</b>	
<b>Address of Business :</b>	
<b>Is the premises currently occupied?</b>	<b>Yes/No</b>
<b>Was the premises empty during between 01/04/16 to 31/03/17</b>	<b>Yes/No</b> <b>(If Yes please provide dates below)</b> <b>From.....</b> <b>To.....</b>
<b>Date the relief is requested from:</b>	<b>01/04/2017</b>
<b>Date the relief is requested to:</b>	<b>31/03/2021</b>
<b>The premises meet the relief application criteria</b>	<b>Yes/No</b>

### Declaration:

I declare that the information I have given on this form is correct and complete.

I know I must write and tell you of any changes in circumstances which might affect this request (For example, if the property becomes un-occupied or the type of business changes and you no longer meet the criteria for relief)

I understand that if I do not give you correct information or, if I do not tell you everything you need to know, you remove the relief and I will be liable for the increased charge.

**Application for  
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Only**



I declare that I comply with EU law on State Aid on the basis that, including this award the business shall not receive more than €200,000 in total of De Minimis aid within the current financial year or the previous two financial years.

I declare that I wish to apply for Section 47 Relief and that the business meets the criteria as per the guidelines.

Signed .....

Name in block capitals  
.....

Position in Business/Company  
.....

Date...../...../.....

Please send the completed form back in the envelope provided to:  
**Business Rates, Woking Borough Council, Civic Offices, Woking, GU21 6YL**

We will contact you once a decision on the application has been made.