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Head of Corporate Finance
Nicole Scammell BA (Hons) ACMA

Tŷ Penallta
Parc Tredomen
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Hengoed CF82 7PG
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Pennaeth Cyllid Corfforaethol
Nicole Scammell BA (Anrh) ACMA

Date issued: Web Download

Please fill in these references which are shown on your bill

| |
|--------------------------------|
| <u>Property Address</u> |
| _____ |
| _____ |
| _____ |
| _____ |

Account No: _____

Property Ref. No: _____

| |
|------------------------------------|
| <i>For Office Use Only:</i> |
| RV: _____ |
| Property Description: _____ |

**NON-DOMESTIC RATE RELIEF
APPLICATION FOR HIGH STREET RATE RELIEF 2018/19**

When completed, please return the application to the Business Rate Team at the above address. For your help, the return address is printed on page 4 of this form so that you can simply insert the form into a window envelope.

| | |
|--|--|
| <p>1. Name of Ratepayer:</p> <p>2. Please confirm how the property is wholly or mainly used, e.g. newsagent, grocers etc.</p> <p>3. I can confirm that my property is wholly or mainly used for one of the categories listed on the High Street Relief Guidance (see below).</p> | <p>.....</p> <p>.....</p> <p>.....</p> <p>YES / NO</p> |
|--|--|

High Street Rate Relief Guidance Categories

- Shops (e.g. florist, bakers, butchers, grocers, greengrocers, jewellers, stationers, off licence, newsagents, hardware stores, supermarkets, etc)
- Opticians
- Pharmacies
- Post Offices
- Furnishing shops/ display rooms (e.g. carpet shops, double glazing, garage doors)
- Car/ caravan show rooms
- Second hand car lots
- Markets
- Petrol stations
- Garden centres
- Art galleries (where art is for sale/ hire)
- Hair and beauty services
- Shoe repairs/ key cutting
- Travel agents
- Ticket offices (e.g. for theatre)

- Dry cleaners
- Launderettes
- PC/ TV/ domestic appliance repair
- Funeral directors
- Photo processing
- DVD/ video rentals
- Tool hire
- Car hire
- Cinemas
- Estate and letting agents
- Restaurants
- Drive through/ drive in restaurants
- Takeaways
- Sandwich shops
- Cafés
- Coffee shops
- Pubs
- Wine bars

* Rate relief under the High Street Rate Relief Scheme will provide relief of up to £250 (Tier 1) or up to £750 (Tier 2) to eligible high street retailers **occupying** premises with a rateable value of £50,000 or less in the financial year 2018/19, subject to State Aid limits. It is calculated on a daily basis for occupied properties for up to 12 months for the period 01/04/2018 to 31/03/2019. For more information, please refer to the scheme eligibility criteria which are available at www.caerphilly.gov.uk/business (go to Business rates then Business rates – relief and exemptions).

| | |
|---|----------|
| 4. Has your company or business received more than €200,000 in state aid including High Street Rate Relief in the last three years? | YES / NO |
|---|----------|

State Aid De Minimis Declaration

Note: If you have **not** received any de minimis State Aid to date, please go to the Declaration overleaf.

The award of this relief must comply with the EU law on State Aid. Under the De Minimis Regulations (EC 1407/2013) the ratepayer named overleaf should not receive more than €200,000 in total of de minimis aid, including any High Street Rate Relief awarded for this property, within the current financial year or the two previous financial years. This is around £165,000, although the exact amount will fluctuate, and includes other types of rate relief considered as State Aid for all properties in the UK for which your business has responsibility for the rates liability.

Please give details of any de minimis aid received below (for more information go to page 4):

| Amount of De Minimis Aid | Period aid granted for | Organisation providing aid | Nature of aid |
|--------------------------|------------------------|----------------------------|---------------|
| | | | |
| | | | |
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| | | | |

Should your circumstances change and you no longer meet the qualifying criteria, you must notify us so that the High Street Rate Relief can be reviewed from the date the change occurred.

Declaration

I understand that: The Council is under an obligation to manage public funds properly.

I agree that: The Council may make any enquiries necessary to check the information I have given. I understand that any relief awarded to me as a result of misleading statements deliberately given on this form will be recovered in full and that I may be liable to legal action.

I declare that: The information I have given on this form is true, complete and correct. I understand that the deliberate provision of false information in order to achieve financial gain is a criminal offence.

| | |
|------------------------------------|----------------|
| Applicant's Signature: | |
| Date: | |
| Applicant's Name (please print): | |
| Position held within the business: | |
| Applicant's Address: | |
| Telephone Number: | |
| E-Mail Address: | |

You should **continue to pay your business rate account** while your application is being considered. This will enable you to reduce the amount owing if your application is unsuccessful.

Please turn over to see more detailed advice about the rules regarding State Aid which the business may receive.

Once you have filled in this form, before you return it to us, you are advised to **take a photocopy** of it to retain for your records.

Forms are available in Welsh, other languages or formats on request.

How we will use your information

The information provided on this form will be treated in accordance with the General Data Protection Regulation. It will be used for the following purposes:

- to establish liability to National Non-Domestic Rate (NNDR) and eligibility for other forms of statutory relief & allowances in relation to NNDR.
- by authorised employees AND external bodies such as the Valuation Office Agency, Welsh Government and tracing agencies for the purpose of management, administration and collection of NNDR.
- data provided may be used by the Electoral Registration Officer for Electoral purposes.

We must protect the public funds we handle and so we may use information provided to prevent and detect fraud. We may also share this information, for the same purposes, with other organisations that handle public funds.

You have a number of rights in relation to the information including the right of access to information we hold about you and the right of complaint if you are unhappy with the way your information is being processed.

To save you writing out the return address, simply use a window envelope to show the address details below:

FAO Business Rate Team
Caerphilly County Borough Council
Penallta House
Ystrad Mynach
Hengoed
CF82 7PG

Information About De Minimis State Aid

The Welsh Government has announced that it will provide a relief of up to £750 to eligible high street retailers **occupying** premises with a rateable value of £50,000 or less during the financial year 2018/19.

Awards such as High Street Rate Relief are required to comply with the EU law on State Aid (find further information at <https://www.gov.uk/state-aid>). In this case, this involves returning a declaration to Caerphilly County Borough Council if you have received any other De Minimis State Aid, including any other Business Rates Relief you are being granted for premises throughout the European Union other than the one to which this bill and letter relates, and confirming that the award of High Street Rate Relief does not exceed the €200,000 an undertaking¹ can receive under the De Minimis Regulations EC 1407/2013.

Please complete the State Aid De Minimis declaration set out in this application form and return the form to the address at the right-hand side of the first page of this form. In terms of declaring previous De Minimis aid, we are only interested in public support which is De Minimis aid (State Aid received under other exemptions or public support which is not State Aid does not need to be declared).

I Have Not Received Any Other De Minimis State Aid

If you have **not** received any other De Minimis State Aid, including any other High Street Rate Relief you are being granted for premises other than the one to which this bill and letter relates, you do not need to complete the State Aid De Minimis declaration.

Under the European Commission rules, if you receive High Street Rate Relief or any other De Minimis State Aid you must **retain the document that shows the amount of aid you were given for 3 years** from the date on this letter and produce it on any request by the UK public authorities or the European Commission. (You may need to keep this letter longer than 3 years for other purposes). 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.

¹ An undertaking is an entity which is engaged in economic activity. This means that it puts goods or services on a given market. The important thing is what the entity does, not its status. Thus a charity or not for profit company can be undertakings if they are involved in economic activities. A single undertaking will normally encompass the business group rather than a single company within a group. Article 2.2 of the de minimis Regulations (Commission Regulation EC/ 1407/2013) defines the meaning of 'single undertaking'.