

# LOCAL BUSINESS RATES DISCOUNT



## **Information about Local Business Rates Discount**

- 1 Section 47 of the Local Government Finance Act 1988, as amended by Clause 69 of the Localism Act 2011, gives the Royal Borough as billing authority, discretion to fund its own business rates discounts.
- 2 These new powers came into force on 1 April 2012 and enable the Royal Borough to grant discounts entirely as it sees fit within the limits of the primary legislation and European rules on state aid. These new powers can be used to encourage new business and investment, as well as to support local shops or community services.
- 3 The cost of any discounts granted is funded by the Royal Borough, the Greater London Authority (GLA) and Central Government in the following percentages: 48 / 27 / 25.
- 4 The Ministry of Housing and Local Government Department (MHCLG) has said that, whilst it is for each billing authority to decide on the facts of each case whether to exercise its powers under Section 47, an authority may only make a decision to grant business rates discount if it is satisfied that it would be reasonable for it to do so having regard to the interests of persons liable to pay the council tax set by it.
- 5 Although authorities may adopt rules for the consideration of applications for business rates discounts, they cannot adopt a blanket approach for making decisions. Each case should be considered on its own merits.

## **How to apply for Local Business Rates Discount**

Please complete the attached application form as fully as possible. If you have any difficulties completing the form, please contact the Policy and Control Section on 020 7361 3276/2598.

All applications for Local Business Rates Discount are submitted to the Royal Borough's Executive Director of Resources and Assets for consideration. The Executive Director consults the Leadership Team Member for Finance and Modernisation before making a decision.

When we receive your application form we will acknowledge receipt within five working days and let you know when a decision will be made. If we require any further information to progress your application we will contact you. Once the Executive Director of Resources and Assets has made a decision on whether or not to grant a discount, we will write to you within five working days of the decision to let you know the outcome. Please note that the decision made is final.

# LOCAL BUSINESS RATES DISCOUNT



THE ROYAL BOROUGH OF  
KENSINGTON  
AND CHELSEA

## APPLICATION FOR LOCAL BUSINESS RATES DISCOUNT UNDER SECTION 47 OF THE LOCAL GOVERNMENT FINANCE ACT 1988

1. Name of Ratepayer	
2. Business Rates account number	
3. Address of property to which this local business rates discount application relates	
4. Address for correspondence if different from 3. above	
5. Please describe the nature of the business / organisation (i.e. what sort of goods and / or services do you provide?).	
6. How long has the business / organisation been established?	
7. Please state the number of staff employed by the business / organisation at the property.	Full Time:                      Part Time:
8. How many of these employees live in the Royal Borough of Kensington and Chelsea?	Full Time:                      Part Time:

<p>9. Please state the days and hours that the property is open for business / in use.</p>	
<p>10. Please state the period for which a local business rates discount is being sought.</p>	
<p>11. How long do you expect the circumstances giving rise to this application for local business rates discount to last?</p>	
<p>12. Any business rates discount granted will normally be for a short fixed period only.</p> <p>a. Please outline the steps being taken to improve the viability of the business over the next twelve months.</p> <p>b. Please explain how these steps will improve your cash flow</p>	<p>12.a)</p> <p>12.b)</p>

<p>13. Please give as much information as possible regarding the reasons why you consider that your business / organisation should be granted a local business rates discount. (please use additional sheets of paper if necessary).</p>	
<p>14. Does the business / organisation provide a service to the local community which is not provided by any other local business / organisation? If so, please explain what this service is.</p>	
<p>15. Please provide copies of the last two years' audited accounts for the business / organisation (if audited accounts are not available, please provide un-audited ones).</p>	
<p>16. Please provide an up to date copy of your trading account showing the current financial position of the business / organisation.</p> <p>If no trading account is available, please provide other paperwork, such as copies of bank statements, till receipts and VAT returns for the last quarter to demonstrate the financial position of the business / organisation.</p>	
<p><b>Declaration:</b> To the best of my knowledge the information given in this application is correct.</p> <p>Signed:</p> <p>Name (please print):</p>	

Capacity in which signed:	
Telephone number	Date:
E-mail address	

**Once completed please send the form to:**

**Policy and Control (Revenues)  
The Royal Borough of Kensington and Chelsea  
Third Floor (Purple Zone)  
The Town Hall,  
Hornton Street  
London W8 7NX**

**Please remember to enclose the accounts / financial information requested in boxes 15 and 16.**