



Business Rate Retail Relief

Spelthorne Borough Council
 Customer Services
 Council Offices
 Knowle Green
 Staines-Upon-Thames
 TW18 1XB Tel: 01784 451499
 E-mail: nndr@spelthorne.gov.uk

Business Name and Address : Property Address (if different to above):	Account Reference (as shown on your bill) :
	Briefly describe the nature of business carried out at your premises:

I wish to apply for Business Rate Retail Relief for the above property and confirm that the above details are correct.

Declaration: I confirm that:

- I am authorised to sign on behalf of _____ (insert name of business); and
- (Insert name of business) shall not exceed its De Minimis threshold by accepting this Retail Relief. **(Please detail below any State Aid received by your business, if none is received leave the table below blank and sign and return the form).**

SIGNATURE:

DATE:

NAME :

POSITION:

This award shall comply with the EU law on State Aid on the basis that, including this award, no more than €200,000 in total of De Minimis aid will be received with in the current financial year or the previous two financial years. The De Minimis Regulations 14 07/ 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 complete the table below if you are in receipt of any State Aid.

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 providing aid eg other local authority	Nature of aid eg Retail relief
€			
(If necessary please continue on a separate sheet)			

Examples of the kind of business that would qualify:

Properties that are being used for the sale of goods to visiting members of the public

- Shops (such as: florists, bakers, butchers, grocers, greengrocers, jewellers, stationers, off licences, chemists, newsagents, hardware stores, supermarkets , etc.)
- Charity shops
- Opticians
- Post offices
- Furnishing shops/display rooms (such as: carpet shops, double glazing, garage doors)
- Car/Caravan showrooms
- Second hand car lots
- Markets
- Petrol stations
- Garden centres
- Art galleries (where art is for sale/hire)

Properties that are being used for the provision of the following services to visiting members of the public

- Hair & beauty services (such as: hairdressers, nail bars, beauty salons, tanning shops, etc)
- Shoe repairs/key cutting
- Travel agents
- Ticket offices eg for theatre
- Dry cleaners
- Launderettes
- PC/TV/domestic appliance repair
- Funeral directors
- Photo processing
- DVD/Video rentals
- Tool hire
- Car hire

Properties that are being used for the sale of food and or drink to visiting members of the public

- Restaurants
- Takeaways
- Sandwich shops
- Coffee shops
- Pubs
- Bars

Examples of the type of business that would not qualify:

Properties that are being used for the provision of the following services to visiting members of the public:

- Financial services (eg banks, building societies, cash points , bureau de change, payday lenders, betting shops, pawn brokers)
- Other services (eg estate agents, letting agents, employment agencies)
- Medical services (eg vets, dentists, doctors, osteopaths, chiropractors)
- Professional services (eg. solicitors, accountants, insurance agents/financial advisors, tutors)
- Post office sorting office

Please note these lists are not an exhaustive definition of the types of property that would or would not qualify under this scheme, the final decision on eligibility will be taken by Spelthorne Borough Council on receipt of an application.

Completed applications should be returned to:

Spelthorne Borough Council
Customer Services
Council Offices
Knowle Green
Staines-Upon-Thames
TW181XB