

## Application for Rural Rate Relief Scheme

Under Local Government Finance and Rating Act 1997

Please use the following application if you wish to apply for the relief from 1 April 2015.

### Part 1- Name and address of ratepayer

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### Part 2 - Property for which Relief is sought

Account Reference	Property Reference	Property address	Current RV	Date of occupation

### Part 3 – Information of the Business (for all applications)

**Which relief are you applying for? (Please find more details at the guidance)**

Mandatory Relief Only  Discretionary Relief Only  Combined ('Top-up' Relief)

**Please advise which rural settlement the property is in:**

**Is your business the only such business in the rural settlement? (Please tick the box)**

Yes  No

**Purpose for which the property is used: (Please delete as applicable)**

- 1) Is the property used wholly or mainly as a general store? Yes  No
- 2) Is the property used wholly or mainly as a post office? Yes  No
- 3) Is the property used as a combined post office/general store only? Yes  No
- 4) Is all or part of the property used as a public house? Yes  No
- 5) Is all or part of the property used as a petrol filling station? Yes  No
- 6) Is the property used wholly or mainly as a food shop? Yes  No
- 7) Is the property used for any purposes other than a general store, post office, public house, petrol filling station or food shop? (If yes please give details of all other purposes for which the property is used) Yes  No

8) If you ticked the boxes at question 1) or 3), please write in the space provided which categories of goods you sell. Any other goods, including confectionery, fast-food, tobacco and/or alcohol should be listed separately at C. Please indicate the proportion of your sales or floor space.

A. Food for human consumption:

B. General household goods:

C. Other goods:

D. Please indicate the proportion of your business that is a post office and general store (for if the property is a combined post office/general store only):

**Part 4 – Benefits of your business to the local community (for Discretionary Relief and ‘Top-up’ Relief)**

1) How does your business benefit the local community and why do you consider that your business is important to the maintenance of village life?

(Please supply evidence of the way(s) you are undertaking fulfils this. Examples could include the provision of a service used by the local community that it would be difficult for them to obtain elsewhere, opening hours or the employment of local people)

**Please use a separate sheet if required**

- 2) Is there any other information you feel we should take into account when processing your application?

**Part 5 - Supporting Documents** Please supply the following documents (where applicable) to support this application and tick the box (for Discretionary Relief only).

- 1) Documentation to demonstrate that your business sells food for human consumption. Providing this will help the Council to process your application promptly.
- 2) Evidence to substantiate that your business is of benefit to the local community.
- 3) Any other documentation which could assist in the consideration of this application (i.e. trading accounts).

Please list:

**Part 6 –Declaration**

**I declare that the above information is correct to the best of my knowledge and belief. I agree to inform City of York Council if the circumstances outlined change. I understand it is a criminal offence for a ratepayer to give false information when making an application for Discretionary Rate Relief.**

Applicant's name & signature:

Date:

Contact telephone number:

**If the applicant who fills the form is not the rate payer, please attach a letter of authority from the rate payer to authority this application.**

**Please return your completed application form to: Non-Domestic Rates Section, City of York Council, West Office, Station Rise, York, YO1 6GA or [business.rates@york.gov.uk](mailto:business.rates@york.gov.uk)**

## Application for Rural Rate Relief Scheme– Guidance Notes

Rural Rates Relief Scheme (Local Government and Rating Act 1997)

The City of York Council has adopted the rural rates relief scheme effective from 1<sup>st</sup> April 2000 under the provisions of the above Act.

Applications for relief will be dealt with on an annual basis and submissions for awards in the 2014/15 financial year have now been agreed. Therefore, further applications for 2014/15 can not be accepted.

The next cycle of applications for the 2015/16 financial year will be submitted to Members for approval in October 2014. Should you wish to claim the relief from 1 April 2015 please complete and return your application to this office by 1 September 2014.

### **The scheme - there are two parts to the scheme.**

The first is a mandatory relief scheme that allows 50 per cent relief from rate liability. This can be awarded to the only post office, the only general store, the only public house, the only petrol filling station, or a food shop in a 'designated' rural settlement' with a population not exceeding 3,000.

The rateable value of the property at the beginning of the rating year must not exceed a specified amount. For post offices, general stores and food shops the rateable value must be no more than £8,500, whilst for public houses and petrol filling stations the rateable value must be no more than £12,500.

The second part is a discretionary relief scheme that is itself split into two parts. 'Top-up' relief of up to the remaining 50 per cent may be awarded to those businesses already awarded mandatory relief.

The Council may also award up to 100 per cent discretionary relief, to any small rural business which is situated in a 'designated rural settlement', if the rateable value does not exceed £16,500. The Council has to be satisfied that the business is of benefit to the local community and that it is reasonable to award relief given the cost to the council taxpayers of the district.

### **Definitions**

- A post office is within the meaning of the Post Office Act 1953
- A sole general store must sell food for human consumption (not just confectionery) and general household goods
- A rural food shop must sell food for human consumption (excluding confectionery and food which is served to eat on the premises and hot food which is sold to be taken off the premises). This means premises such as cafes, restaurants, fast food shops and tearooms do not qualify
- A public house must hold a premises license under the Licensing Act 2003 authorising the sale of alcohol

- Petrol filling station means premises where petrol or other automotive fuels are sold retail to the general public for fuelling motor vehicles intended or adapted for use on roads

**Qualifying Rural Settlement Areas:**

Acaster Malbis  
Earswick  
Kexby  
Skelton  
Askham Bryan  
Elvington

Murton  
Askham Richard  
Fulford  
Naturn  
Deighton  
Holtby

Nether Poppleton  
Upper Poppleton  
Rufforth  
Wheldrake  
Stockton-on-the-Forest