

Merton Council

NATIONAL NON-DOMESTIC RATES – APPLICATION FOR HARDSHIP RELIEF

To apply for Hardship Relief please complete this application form in BLOCK CAPITAL LETTERS and return it to the Local Taxation Office, Merton Council, Civic Centre, London Road, Morden, Surrey SM4 5DX together with copies of the following documents:-

- Audited accounts for the past two years (or in the case of a new business, estimates of annual income and expenditure).
- A comprehensive business plan incorporating a brief history of the business.
- A cash flow forecast for a minimum of the next twelve months.

If you require any assistance in completing this form, please contact the Business Rates Team either by telephone 020 8545 3751 or email business.rates@merton.gov.uk

If there is insufficient space to fully answer any question, please use a separate sheet of paper.

1. - Name of Ratepayer -Address of Property on which Relief is claimed.	
2. Ratepayer's address (if different to 1).	
3. Please state the period for which Relief is claimed and the percentage of Relief requested.	
4. What service does the business provide and what area does it serve?	
5. Does the business provide a service to the local community and which is not provided elsewhere in the area?	YES/NO If YES, where is the nearest business providing the same service?
6. Number of persons employed in the business.	Full-Time Part Time
7. How many of these employees live in the Merton Council area?	Full-Time Part Time
8. What factors have led to the business suffering hardship?	
9. What steps or actions have been taken to improve the situation?	
10. What are the consequences for the business if the Council declined to grant some or all of the Relief requested?	
11. What are the consequences for the local community if the Council declined to grant some or all of the Relief requested?	

12. Is the business receiving (or requesting) financial assistance from any other source?	YES/NO If YES, please give details.
13. Does the business have any other debts which may result in a creditor taking action to enforce recovery or commence insolvency proceedings?	YES/NO If YES, please give details.
14. Please state any other information which you consider is relevant to support your application for Hardship Relief.	

I apply for Hardship Relief and I declare that the information given on this form and any supporting documents is correct.

I authorise the Local Taxation Office to make any enquiries necessary to verify the information stated and to refer this application to the Council's Economic Development Unit and I also authorise the Council's Economic Development Unit to supply information to the Local Taxation Office in connection with this application.

I enclose copies of the following:

- **Past two years audited accounts (or in the case of a new business, an estimate of annual income and expenditure).**
- **The Business Plan.**
- **A Cash Flow forecast for a minimum of the next twelve months.**

If any of the above documents are not enclosed with your application, you should explain why it is not available.

I understand that I am not entitled to withhold the payment of rates pending the determination of this application.

Signed Name of Signatory

Capacity in which signed Date

Email address

Daytime Telephone Number

DATA PROTECTION – Personal information held for Business Rate purposes will be held and used in accordance with the requirements of the Data Protection Act 1998. To assist the Council in the prevention and detection of fraud so that it can protect the public funds it administers, the Council may use information provided for Business Rate purposes within this Authority for data matching purposes. It may also data match information provided for Business Rate purposes with other public bodies that regulate, administer or are in receipt of public funds for the purposes of the prevention and detection of fraud.