

NATIONAL NON-DOMESTIC RATES

Application For Relief Under Section 49 Of The Local Government Finance Act 1988 (Hardship Relief)

Once completed please send the form to:
LTClient@rbkc.gov.uk.

Please remember to enclose the documents
requested in **box 16**.

1 Name of ratepayer

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2 Business rates account
number

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3 Address of property
to which this hardship
application relates

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4 Address for correspondence
if different from **3** above

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5 Please describe the
nature of the business /
organisation (i.e. what sort
of goods and / or services
do you provide?)

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6 How long has the business
/ organisation been
established?

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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 Borough of Kensington and Chelsea?

Full time:

Part time:

9 Please state the days and hours that the property is open for business / in use.

10 Please state the period for which hardship relief is being sought.

11 Please detail the factors that have led to the business suffering hardship.

12 How long do you expect the circumstances giving rise to this application for hardship relief to last?

13 Any hardship relief granted will normally be for a short, fixed period only.

a Please outline the steps being taken to improve the viability of the business over the next twelve months.

b Please explain how these steps will improve your cash flow.

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14 Please give as much information as possible regarding the reasons why you consider that your business / organisation would sustain hardship if the Council does not reduce or remit the rates due.

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15 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.

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16 Please provide the following with your application form:

- a.** copies of the last two years' audited accounts for the business / organisation (if audited accounts are not available, please provide un-audited ones)
- b.** an up-to-date copy of your trading / management accounts showing the current financial position of the business / organisation (If no trading / management accounts are available, please provide other paperwork, such as copies of bank statements, till receipts and VAT / Tax returns for the period for which relief is being sought, in order to demonstrate the financial hardship suffered)
- c.** a cash flow forecast for the next twelve months from the date of this application
- d.** a business plan covering the next twelve months from the date of the application
- e.** any other information you think may be appropriate to support your application

Please note that if the information requested in 16 is not provided we will not be able to progress your application.

Declaration:

I apply for hardship relief and declare that the information given on this form and in any supporting documents is correct to the best of my knowledge and that I have disclosed all information relevant to the consideration of my application.

I understand that without the relevant information, the Council cannot consider my application.

I confirm that I have read the General Information that accompanies the hardship application form.

Signed:

Name (please print):

Capacity in which signed:

Date:

Telephone number:

E-mail address: