

RECORD OF EXECUTIVE DECISION TAKEN BY AN EXECUTIVE MEMBER

This form **MUST** be used to record any decision taken by the Elected Mayor or an individual Executive Member (Portfolio Holder).

The form must be completed and passed to the Service Manager (Committee & Administrative Services) no later than NOON on the second working day after the day on which the decision is taken. No action may be taken to implement the decision(s) recorded on this form until 7 days have passed and the Service Manager (Committee & Administrative Services) has confirmed the decision has not been called in.

1. Description of decision

- i. That relief from payment of £9,720.00 in non-domestic rates be awarded to Bedford Town Football Club Limited in respect of the amount due for the property at Football Ground, The New Eyrie, Meadow Lane, Cardington, Bedford, for the period 1 April 2018 to 31 March 2019 on the grounds of hardship and that to the extent that the award may constitute state aid the award is made under the EU "De Minimis" regulations for awards of state aid, and is subject to the company confirming that an award will not exceed the De Minimis limit.
- ii. That relief from payment of £72,429.73 in non-domestic rates be awarded to Hybrid Air Vehicles Limited in respect of the amount due for the property at Hangar 1, (Front), Cardington Airfield, Shortstown, Bedford for the period 31 October 2015 to 31 March 2017 on the grounds of hardship and that to the extent that the award may constitute state aid the award is made under the EU "De Minimis" regulations for awards of state aid, and is subject to the company confirming that an award will not exceed the De Minimis limit.
- iii. That relief from payment of non-domestic rates is not awarded to Visioneering Solutions Limited trading as Faces Bar and Lounge in respect of the amount due for the property at 66 High Street Bedford.
- iv. That relief from payment of non-domestic rates is not awarded to Mr T.V. Vu trading as Hollywood Nail and Beauty Salon in respect of the amount due for the properties at 86 and 86a Midland Road, Bedford.
- v. That relief from payment of non-domestic rates is not awarded to Pure Nails Bedford Limited in respect of the amount due for the property at 61 Midland Road, Bedford.
- vi. That relief from payment of non-domestic rates is not awarded to Jims Café Limited in respect of the amount due for the property at 4 All Hallows, Bedford.
- vii. That relief from payment of non-domestic rates is not awarded to Kempston Rovers Community Football Club in respect of the amount due for the property at Hillgrounds Road, Kempston

2. Date of decision

20 December 2018

3. Reasons for decision

- i. In respect of Bedford Town Football Club, it is considered that the ratepayer would suffer hardship if no award of rate relief is made and it is considered reasonable to grant hardship rate relief having regard to the interests of person's subject to the Borough's Council Tax because there are exceptional circumstances that support a decision to award rate relief including;
 - a. The organisation is considered to benefit local residents by providing an opportunity within Bedford Town to watch football at this level;
 - b. The organisation's activities are considered to enhance opportunities for social interaction and participation in watching and playing football to the benefit of local residents;
 - c. The benefits to the Borough's Council Taxpayers are considered to outweigh any detriment to those interests including the effect of the reduction in retained non-domestic rates yield.
 - d. Based on applicant's latest financial statements the amount awarded would not be sufficient to enable the company to record a profit.
 - e. The organisation has confirmed that it has not received any other state aid under the "De Minimis" regulation in the last three fiscal years and the amount awarded is below the current De Minimis threshold of €200,000. The award is made in respect of specific costs, non-domestic rates, and therefore does not need to be cumulated with other awards of state aid;
 - f. An award is in accordance with the Council's agreed policy for the award of rate relief.
- ii. In respect of Hybrid Air Vehicles Limited, it is considered that the ratepayer would suffer hardship if no award of rate relief is made and it is considered reasonable to grant hardship rate relief having regard to the interests of person's subject to the Borough's Council Tax because there are exceptional circumstances that support a decision to award rate relief including;
 - a. The business has incurred exceptional and unforeseen cost as a result of accidental damage to the aircraft.
 - b. The additional back dated rates charged arose as a result of circumstances outside the ratepayer's control (i.e. the refurbishment of the leased premises)
 - c. The business has limited funds to progress the certification of the aircraft for civil aviation purposes and will suffer hardship in the form of delayed production and increased risk of failure of the business if rate relief is not awarded;
 - d. The business is developing new and innovative technology that will raise the profile of Bedford as a Borough that welcomes innovative businesses and is likely to lead to up to 200 new employment opportunities in the future;
 - e. The business is unique in the local and regional area;
 - f. The organisation has confirmed that it has not received any other state aid under the "De Minimis" regulation in the last three fiscal years and the amount awarded is below the current De Minimis threshold of €200,000. The award is made in respect of specific costs, non-domestic rates, and therefore does not need to be cumulated with other awards of state aid;
 - g. An award is in accordance with the Council's agreed policy for the award of rate relief.

- iii. In respect of Visioneering Solutions Limited trading as Faces Bar and Lounge, it is not considered reasonable to grant hardship rate relief having regard to the interests of person's subject to the Council Tax because;
 - a. It is not considered that there are any exceptional circumstances that would support a decision to award rate relief;
 - b. There are a number of other bars within close proximity offering similar services;
 - c. The decision in accordance with the Council's agreed policy for the award of hardship rate relief.
- iv. In respect of Mr T.V. Vu Hollywood Nail and Beauty Salon, it is not considered reasonable to grant hardship rate relief having regard to the interests of person's subject to the Council Tax because;
 - a. It is not considered that there are any exceptional circumstances that would support a decision to award rate relief;
 - b. There are a number of other nail and beauty salons within close proximity offering similar services;
 - c. The decision in accordance with the Council's agreed policy for the award of hardship rate relief.
- v. In respect of Pure Nails Bedford Limited It is not considered reasonable to grant hardship rate relief having regard to the interests of person's subject to the Council Tax because;
 - a. It is not considered that there are any exceptional circumstances that would support a decision to award rate relief;
 - b. There are a number of other nail and beauty salons within close proximity offering similar services;
 - c. The decision in accordance with the Council's agreed policy for the award of hardship rate relief.
- vi. In respect of Jims Café Limited it is not considered reasonable to grant hardship rate relief having regard to the interests of person's subject to the Council Tax because;
 - a. It is not considered that there are any exceptional circumstances that would support a decision to award rate relief;
 - b. There are a number of other cafés within close proximity offering similar services;
 - c. The decision in accordance with the Council's agreed policy for the award of hardship rate relief.
- vii. In respect of Kempston Rovers Community Football Club it is not considered that the ratepayer would suffer hardship if an award of rate relief is not made since the accounts provided by the club show it has recorded a surplus in recent financial years.

4. Alternatives considered and rejected

In each case the alternatives considered were to make an award of 100% rate relief, to make an award of between 1% and 99% rate relief or to refuse the request for rate relief.

5. How decision is to be funded

The effect of the awards of rate relief will be taken into account in determining the Non-Domestic Rates yield for the year.

6. Conflicts of interest

Name of all Executive members who were consulted AND declared a conflict of interest.	Nature of interest	Did Standards Committee give a dispensation for that conflict of interest? (If yes, give details and date of dispensation)	Did the Chief Executive give a dispensation for that conflict of interest? (If yes, give details and the date of the dispensation).

The Mayor has been consulted on this decision

DM

Signed MP Heady Date: 20 December 2018 Name of Decision Taker MICHAEL HEADLEY

This is a public document. A copy of it must be given to the Service Manager (Committee & Administrative Services) as soon as it is completed.

Date decision published: 21st December 2018

Date decision can be implemented if not called in: 14th January 2019

(Decision to be made exempt from call in.....NO)

Bedford Borough Council – Report to the Finance Portfolio Holder

December 2018

Report by the Chief Officer for Customer Experience and Digital Services

Subject: NON DOMESTIC RATES – HARDSHIP RELIEF APPLICATION

1. Executive Summary

This report requests the Finance Portfolio Holder to consider seven applications for relief from Non-Domestic Rates on the grounds of hardship.

2. Recommendation

- i. That relief from payment of **£9,720.00** in non-domestic rates be awarded to Bedford Town Football Club Limited in respect of the amount due for the property at Football Ground, The New Eyrie, Meadow Lane, Cardington, Bedford, for the period 1 April 2017 to 31 March 2018 on the grounds of hardship and that to the extent that the award may constitute state aid the award is made under the EU “De Minimis” regulations for awards of state aid, and is subject to the company confirming that an award will not exceed the De Minimis limit.
- ii. That relief from payment of **£72,429.73** in non-domestic rates be awarded to Hybrid Air Vehicles Limited in respect of the amount due for the property at Hangar 1, (Front), Cardington Airfield, Shortstown, Bedford for the period 1 April 2017 to 31 March 2018 on the grounds of hardship and that to the extent that the award may constitute state aid the award is made under the EU “De Minimis” regulations for awards of state aid, and is subject to the company confirming that an award will not exceed the De Minimis limit.
- iii. That relief from payment of non-domestic rates is not awarded to Visioneering Solutions Limited trading as Faces Bar and Lounge in respect of the amount due for the property at 66 High Street Bedford.

- iv. **That relief from payment of non-domestic rates is not awarded to Mr T.V. Vu trading as Hollywood Nail and Beauty Salon in respect of the amount due for the properties at 86 and 86a Midland Road, Bedford.**
- v. **That relief from payment of non-domestic rates is not awarded to Pure Nails Bedford Limited in respect of the amount due for the property at 61 Midland Road, Bedford.**
- vi. **That relief from payment of non-domestic rates is not awarded to Jims Café Limited in respect of the amount due for the property at 4 All Hallows, Bedford.**
- vii. **That relief from payment of non-domestic rates is not awarded to Kempston Rovers Community Football Club in respect of the amount due for the property at Hillgrounds Road, Kempston**

3. Reasons for Recommendation

- i. In respect of Bedford Town Football Club, it is considered that the ratepayer would suffer hardship if no award of rate relief is made and it is considered reasonable to grant hardship rate relief having regard to the interests of person's subject to the Borough's Council Tax because there are exceptional circumstances that support a decision to award rate relief including;
 - a. The organisation is considered to benefit local residents by providing an opportunity within Bedford Town to watch football at this level;
 - b. The organisation's activities are considered to enhance opportunities for social interaction and participation in watching and playing football to the benefit of local residents;
 - c. The benefits to the Borough's Council Taxpayers are considered to outweigh any detriment to those interests including the effect of the reduction in retained non-domestic rates yield.
 - d. Based on applicant's latest financial statements the amount awarded would not be sufficient to enable the company to record a profit.
 - e. The organisation has confirmed that it has not received any other state aid under the "De Minimis" regulation in the last three fiscal years and the amount awarded is below the current De Minimis threshold of €200,000. The award is made in respect of specific costs, non-domestic rates, and therefore does not need to be cumulated with other awards of state aid;

- f. An award is in accordance with the Council's agreed policy for the award of rate relief.
- ii. In respect of Hybrid Air Vehicles Limited, it is considered that the ratepayer would suffer hardship if no award of rate relief is made and it is considered reasonable to grant hardship rate relief having regard to the interests of person's subject to the Borough's Council Tax because there are exceptional circumstances that support a decision to award rate relief including;
 - a. The business has incurred exceptional and unforeseen cost as a result of accidental damage to the aircraft.
 - b. The additional back dated rates charged arose as a result of circumstances outside the ratepayer's control (i.e. the refurbishment of the leased premises)
 - c. The business has limited funds to progress the certification of the aircraft for civil aviation purposes and will suffer hardship in the form of delayed production and increased risk of failure of the business if rate relief is not awarded;
 - d. The business is developing new and innovative technology that will raise the profile of Bedford as a Borough that welcomes innovative businesses and is likely to lead to up to 200 new employment opportunities in the future;
 - e. The business is unique in the local and regional area;
 - f. The organisation has confirmed that it has not received any other state aid under the "De Minimis" regulation in the last three fiscal years and the amount awarded is below the current De Minimis threshold of €200,000. The award is made in respect of specific costs, non-domestic rates, and therefore does not need to be cumulated with other awards of state aid;
 - g. An award is in accordance with the Council's agreed policy for the award of rate relief.
- iii. In respect of Visioneering Solutions Limited trading as Faces Bar and Lounge, it is not considered reasonable to grant hardship rate relief having regard to the interests of person's subject to the Council Tax because;
 - a. It is not considered that there are any exceptional circumstances that would support a decision to award rate relief;
 - b. There are a number of other bars within close proximity offering similar services;
 - c. The decision in accordance with the Council's agreed policy for the award of hardship rate relief.

- iv. In respect of Mr T.V. Vu Hollywood Nail and Beauty Salon, it is not considered reasonable to grant hardship rate relief having regard to the interests of person's subject to the Council Tax because;
 - a. It is not considered that there are any exceptional circumstances that would support a decision to award rate relief;
 - b. There are a number of other nail and beauty salons within close proximity offering similar services;
 - c. The decision in accordance with the Council's agreed policy for the award of hardship rate relief.
- v. In respect of Pure Nails Bedford Limited It is not considered reasonable to grant hardship rate relief having regard to the interests of person's subject to the Council Tax because;
 - a. It is not considered that there are any exceptional circumstances that would support a decision to award rate relief;
 - b. There are a number of other nail and beauty salons within close proximity offering similar services;
 - c. The decision in accordance with the Council's agreed policy for the award of hardship rate relief.
- vi. In respect of Jims Café Limited it is not considered reasonable to grant hardship rate relief having regard to the interests of person's subject to the Council Tax because;
 - a. It is not considered that there are any exceptional circumstances that would support a decision to award rate relief;
 - b. There are a number of other cafés within close proximity offering similar services;
 - c. The decision in accordance with the Council's agreed policy for the award of hardship rate relief.
- vii. In respect of Kempston Rovers Community Football Club it is not considered that the ratepayer would suffer hardship if an award of rate relief is not made since the accounts provided by the club show it has recorded a surplus in recent financial years.

4. Key Implications

4.1 Legal Issues

Section 49 of the Local Government Finance Act 1988 gives the Council a discretionary power to reduce or remit the Non Domestic Rate liability of any ratepayer. In order to award hardship relief the Council must be satisfied that the rate payer would sustain hardship if the Council did not do so, and it is reasonable to do so having regard to the interests of the Council Taxpayers. The Council must act reasonably in exercising the discretion and consider each application on its own individual merits. As there is no other right of appeal any ratepayer wishing to challenge a decision would have to do so by commencing proceedings for a judicial review of the decision in the High Court.

An award of rate relief will reduce the non-domestic rates yield, and, therefore, the central government share of the yield. This central government share is accounted for through an annual return to the Department for Communities and Local Government, which is subject to audit by the External Auditor. If an auditor were to determine that the Council has not acted within its legal powers in making an award of rate relief the return could be qualified the Council required to meet the shortfall in the central Government share of the rates yield.

The award of discretionary rate relief to an organisation involved in economic activity is likely to constitute state aid and to be subject to European Union regulation. The “de minimis” regulations (Commission Regulation) (EU) No 1407/2013), however, allow a business to receive up to €200,000 in state aid from each EU Member State over any period of three fiscal years without the need to notify the European Commission of the award.

4.2 Policy Issues

Following public consultation the Council’s Executive agreed an updated policy for the award of discretionary rate relief, including relief awarded on the grounds of hardship, at its meeting on 8 March 2017 (minute 102). The recommendations made in this report are in accordance with the requirements of this policy.

4.3 Resource Implications

The Council retains 49% of the non-domestic rates yield for its area and the award of hardship rate relief will reduce the amount of the rates yield retained by the Council. The Council’s share of the estimated rates yield for 2018/19 is **£29.7 million**.

An award of rate relief would reduce the overall rates yield by the value of the amount of rate relief awarded and the Council’s retained share of the yield by 49% of the value of the relief awarded. Therefore, an award of rate relief would reduce the overall level of financial resources available to the Council. The award of rate relief of **£9,720.00** and **£72,429.73** as requested would

reduce the Council's share of the overall rates yield by **£40,253.36** and this would be taken into account in calculating the final surplus or deficit for the Council's Non-Domestic Rates Collection Fund at the end of the year.

4.4 Risk Implications

There are no significant risks to the Council identified as arising from the recommendations in this report.

4.5 Environmental Implications

There are no identifiable environmental implications

4.6 Equality Analysis

In preparing this report, due consideration has been given to the Borough Council's statutory Equality Duty to eliminate unlawful discrimination, advance equality of opportunity and foster good relations, as set out in Section 149(1) of the Equality Act 2010.

A relevance test for equality has been completed. The equality test determined that the award of hardship rate relief in this instance has no relevance to Bedford Borough Council's statutory equality duty to eliminate unlawful discrimination, advance equality of opportunity and foster good relations. An equality analysis is not needed.

5. Details

5.1 Section 49 of the Local Government Finance Act 1988 gives the Council a discretionary power to reduce or remit the payment of rates by granting rate relief in cases of hardship. The amount of relief awarded may be any amount up to 100% of the rates payable at the Council's discretion. An award of rate relief will reduce the overall rates yield by the same amount and the Council's 49% retained share of the rate yield will be reduced according by an amount equivalent to 49% of the amount of rate relief awarded. In making a decision there is a legal duty to consider the interests of the local Council Taxpayers.

5.2 The Government has provided guidance which states that a billing authority can reduce or remit the payment of rates where it is satisfied that the ratepayer would sustain hardship if it did not do so and it is reasonable for it to do so having regard to the interests of its Council Taxpayers. It further states that reduction or remission of rates should be the exception rather than the rule.

5.3 The applications for consideration are as follows:

1. Bedford Town Football Club

5.4 Bedford Town Football Club Limited is a limited company that operates as a football club in Bedford playing in the Evostik League Division One Central. The rates payable for the Club's football ground at the New Eyrie, Meadow Lane for 2018/19 are £9,720.00 and the Club has asked for consideration to be given to an award of rate relief to reduce the amount payable to nil.

5.5 The Club is operated on a commercial basis and the most recent accounts available are the draft accounts for the year ending 30 May 2017. The company advises that it has operated at a loss since 2009/10 and the most recent accounts show there was a loss for the year, after meeting the cost of rates for the year, and that there is a significant accumulated loss to date. A reduction in the rate liability would assist in reducing losses and supporting progress towards financial viability of the club to the benefit of local Council Taxpayers.

5.6 The organisation is a local employer with 25 part time staff (of which 16 employees live in Bedford).

5.7 The Club provides a sporting outlet that many young players may not otherwise enjoy and supporting the team is an important pastime for local residents.

2. Hybrid Air Vehicles

5.8 An application for rate relief on the grounds of hardship has been received from the following business as detailed below.

Item	Name of Ratepayer	Address of Property	Period	Amount of Rate Relief Requested	
				£	€
1	Hybrid Air Vehicles Limited	Hangar 1, Cardington Airfield, Shortstown, Bedford, MK2 0TG	31 October 2015 to 31 March 2016	13,038.23	15,129.07
			1 April 2016 to 31 March 2017	59,391.50	68,915.64
			1 April 2017 to 31 March 2018	57,240.50	66,419.70
Total				129,670.23	150,464.41

5.9 The application is from a private limited company in respect of its former premises at part of Hangar 1, Cardington Airfield, Shortstown, Bedford, MK2 0TG. The business is developing new and innovative aircraft technology that is a hybrid between a

conventional aircraft and an airship. The vehicle develops lift from a combination of helium gas filled chambers and an aerodynamic lift generating profile.

- 5.10 The Cardington Airship Hangars are listed buildings and are an important part of Bedford Borough's historical heritage. Extensive renovation works to Hangar 1 were completed whilst the company was in occupation funded through section 106 agreements relating to the nearby New Cardington development. The property was revalued for rating purposes by the Valuation Office Agency (VOA) following the renovations and this resulted in the rateable value of the area occupied by Hybrid Air Vehicles increasing from £67,500 to £187,000 with effect from October 2015. Notification of the increase in rateable value was received from the VOA in January 2017 which resulted in the increase of additional rate demands for backdated charges as shown below;

2015/16	£13,038.23
2016/17	<u>£59,391.50</u>
	£72,429.73

- 5.11 The rate demand for 2017/18 is £57,240.50 higher as a result of the increase in rateable value.
- 5.12 The business experienced exceptional and unanticipated costs in the region of £62,000 to construct a temporary "wind wall" because in order to complete the renovations the contractors need to remove the side wall panels from the building. When the panels are removed there is a high risk of wind blowing through the structure. The aircraft is an aerofoil that develops lift when air passes over it and, therefore, wind blowing through the building will cause the aircraft to lift, risking damage to the aircraft and health and safety risks to employs. The temporary wind wall structure provides a barrier prevent wind from affecting the vehicle. Additional exceptional costs of £14,500 were also incurred by the need to relocate office accommodation with the hangar due to the refurbishment works.
- 5.13 The company has experience two significant and widely reported setbacks in its development programme with significant damage to its prototype aircraft. The company is no longer in occupation of the Cardington site but continues to maintain a presence in Bedford Borough with offices currently located at Technology House, Ampthill Road and Adams Road, Kempston.
- 5.14 It is recommended that an award of rate relief be made in respect of the backdated element of the increased rates bill arising due to the increase in rateable value.

3. Visioneering Solutions Limited trading as Faces Bar and Lounge

- 5.15 The company operates a bar at 66 High Street Bedford and has requested full relief from £6,600.00 of rates demanded for the period 25 August 2017 to 31 March 2018.
- 5.16 There are numerous other businesses offering similar services in the immediate vicinity and no exceptional circumstances have been identified relating to the company or the business. It is not considered to be in the interests of local Council Taxpayers to make an award of hardship rate relief as to do so would reduce the financial resources available for local services and would not provide any additional benefits to local residents.

4. Mr T.V. Vu trading as Hollywood Nail and Beauty Salon in respect of the amount due for the properties at 86 and 86a Midland Road, Bedford.

- 5.17 Mr Vu operated a nail and beauty salon at 86/86a Midland Road, however, the business closed in September 2017. Mr Vu continued to hold a lease for the premises and a request has been made for full relief from £1,135.03 in unoccupied property rates for period 28 December 2017 to 31 March 2018.
- 5.18 It is not considered to be in the interests of local Council Taxpayers to make an award of hardship rate relief as to do so would reduce the financial resources available for local services and would not provide any additional benefits to local residents.

5. Pure Nails Bedford Limited in respect of the amount due for the property at 61 Midland Road, Bedford.

- 5.19 The company operates a nail bar at 61 Midland Road, and has requested full relief from £6,000 in respect of a rates liability of £7,010.26 for the period 1 April 2017 to 31 March 2018.
- 5.20 There are numerous other businesses offering similar services in the immediate vicinity and no exceptional circumstances have been identified relating to the company or the business. It is not considered to be in the interests of local Council Taxpayers to make an award of hardship rate relief as to do so would reduce the financial resources available for local services and would not provide any additional benefits to local residents.

6. Jims Café Limited in respect of the amount due for the property at 4 All Hallows, Bedford.

- 5.21 The company operates a café at 4 All Hallows and has requested full relief from £2,264.17 in rates for the period 1 January 2018 to 31 March 2018.
- 5.22 There are numerous other cafés in the immediate vicinity and no exceptional circumstances have been identified relating to the company or the business. It is not considered to be in the interests of local Council Taxpayers to make an award of hardship rate relief as to do so would reduce the financial resources available for local services and would not provide any additional benefits to local residents.

7. Kempston Rovers Community Football Club

- 5.23 Bedford Kempston Rovers Community Football Club is a Community Benefit Society that operates as a football club in Kempston playing in the Evostik League Division One Central. Prior to April 2018 the organisation was an unincorporated members club and the rateable value of the premise at Hillgrounds Road was £11,250. The club was entitled to 100% Small Business Rate Relief (SBRR) as the rateable value was below the statutory threshold of £12,000. The rateable value of the premises was increased to £23,000 with effect from 24 January 2018 and, therefore, the club is no longer entitled to any SBRR.
- 5.24 The club has requested full relief from the rates for 2018/19 of £11,040.00.
- 5.25 The increase in rateable value was due to a number of improvements that had been made to the premises over recent years including an extension to the clubhouse and construction of two all-weather pitches. It is considered that the additional facilities provide an opportunity for the club to generate additional income, which will offset the cost of the rates

6. Summary of Consultations and Outcome

The following Council Units or Officers and/or other organisations have been consulted in preparing this report:

Management Team
Chief Officer for Economic Growth and Property

No adverse comments have been received.

Report Contact Officer: Lee Phanco, Chief Officer for Customer Experience and Digital Services
e-mail: lee.phanco@bedford.gov.uk

File Reference: L.6(d)

Previous Relevant Minute: Minute 102 – Executive - 8 March 2017

Background Papers: Application Forms

Appendices: None

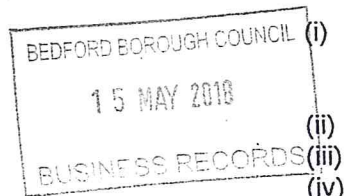


Bedford Borough Council

Local Taxation Office, Borough Hall, Cauldwell Street, Bedford, MK42 9AP
Telephone (01234) 718097 Email localtax@bedford.gov.uk

NATIONAL NON-DOMESTIC RATES - APPLICATION FOR HARDSHIP RELIEF

To apply for Hardship Relief please complete this application form in BLOCK CAPITAL LETTERS. The form is also available as an Eform at www.bedford.gov.uk/business/business_rates. Please return a signed copy of the application form to the above address together with copies of the following documents:-



- (i) Your audited accounts or independently verified accounts for the past two years (or in the case of a new business established for less than twelve months, estimates of annual income and expenditure),
- (ii) A copy of your original Business Plan incorporating a brief history of the business
- (iii) A cash flow forecast for a minimum of the next twelve months.
- (iv) Copies of your organisation's last three bank statements

If you require any assistance in completing this form, please contact the Local Taxation Office on (01234) 718097 or by email to localtax@bedford.gov.uk.

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

1. Name of Ratepayer and Address of Property on which Relief is claimed	BEDFORD TOWN FOOTBALL CLUB THE EYRIE, MORDON LANE. CARDINGTON BEDFORD MK44 3LW
2. Ratepayer's address (if different to 1)	
3. Please state the period for which Relief is claimed and the amount of Relief requested	2018-19
4. What date was your organisation established? Please state month and year.	1908 (RE-FORMED IN 1990)
5. How is your business set up? e.g. sole trader, partnership, limited company, other (please specify)	LIMITED LIABILITY COMPANY
6.. What goods or services does your business provide and which area of Bedford Borough does it serve?	ADULT AND YOUTH FOOTBALL (8 TEAMS) FROM UNDER 8'S UPWARDS CHOSEN FROM ACROSS THE WHOLE OF BEDFORD BOROUGH
7. Does your business provide a unique service to the local community?	YES / NO If YES, where is the nearest business providing the same service? THE ARE VARIOUS YOUTH & ADULT CLUBS IN BEDFORD
8. How many people do you employ in this business?	Full-Time: NIL Part Time: 26
9. How many of these employees live in the Bedford Borough Council administrative area?	Full-Time: NIL Part-Time: 17 THIS INCLUDES STUDENTS AT BEDFORD COLLEGE

10. What particular factors have led to your business suffering hardship? You need to demonstrate here that the hardship is temporary and will be relieved by one-off assistance in this financial year. (An example of how a business has been affected could be that footfall has been reduced for a limited period by an unforeseen event such as fire or flood).	THE EYRIE STADIUM WAS CONSTRUCTED TO ITS STATE TODAY SOME 13 YEARS AGO AND IT IS A CONSTANT STRUGGLE TO MEET THE COST OF ONGOING REPAIRS PLUS THE MAINTAINING OF THE PITCH ALLOWING IT TO BECOME A COMMUNITY FACILITY ALL YEAR ROUND DUE TO THE NEEDS TO ENSURE THE SAFETY OF THE PLAYERS AND SPECTATORS
11. What specific actions have you taken to improve the future viability of your business before contacting the Council for Relief?	WE MAKE EVERY ENDEAVOUR TO ENCOURAGE MORE SUPPORT - BUT SUPPORT ONLY COMES WITH SUCCESS, THE CLUB HAS NOT PROGRESSED UP THE PYRAMID AS IN 2000 WE WERE IN STEP 4 AND IN 2018 STILL IN SAME
12. What are the consequences for your business if the Council declined to grant some or all of the Relief requested?	UNFORTUNATELY THE CLUB HAS BEEN IN A LOSS SITUATION SINCE LAST TAKE OVER AND WILL CONTINUE TO DO SO UNLESS MORE INVESTMENT IS FORWARDED - WE NEED RATES RELIEF IN FULL
13. What are the consequences for the local community if the Council declined to grant some or all of the Relief requested?	THE CONSEQUENCE IS THE TOWN WILL LOSE ITS FOOTBALL CLUB FOR THE SECOND TIME
14. Is the business receiving (or in the process of seeking) financial assistance from any other source?	YES / NO If YES, please give details If NOT, why not? - WE RELY ON SPONSORSHIP AND THERE ARE NO GRANTS AVAILABLE FROM THE FA
15. Does the business have debts which may result in a creditor taking action to enforce recovery or commence insolvency proceedings?	YES / NO If YES, please give details
16. Do you or anyone with a financial interest in your business have unsatisfied debts with Bedford Borough Council?	No
17. Do you or anyone with a financial interest in your business have unsatisfied County Court Judgments (CCJ's)?	No
18. Have you or any of the persons connected with this business been made bankrupt or been disqualified through a court order or by an undertaking of the Insolvency Service in the last five years?	YES / NO If YES, please give details
19. Please state any other information which you consider is relevant to support your application for Hardship Relief	THE CLUB IS A TENANT OF BB COUNCIL WITH 84 YEARS LEFT ON THE LEASE, THE INCOME FROM THIS IS FOR THE BENEFIT OF OTHER RATE PAYERS IN OUR COMMUNITY

Declaration

I apply for Hardship Relief and declare that the information given on this form and any supporting documents is correct and that I have disclosed all information relevant to consideration of my application.

I authorise the Local Taxation Office to make any enquiries necessary to verify the information which may include a search of my credit file with a credit reference agency. The Council may use this information in conjunction with its own records.

I understand that all decisions may be published together with the application forms and supporting information (which include financial information) which were considered in reaching the decision.

I understand that without the relevant information, the Council cannot process this application and so I enclose the following documentation:

1. Audited accounts or independently verified accounts for the past two years (or in the case of a new business established for less than twelve months, estimates of annual income and expenditure), *ENCLOSURE*
2. A copy of my original Business Plan incorporating a brief history of the business *NONE AVAILABLE*
3. A cash flow forecast for a minimum of the next twelve months from the date of this application. *NONE AVAILABLE*
4. Copies of my organisation's last three bank statements *ENCLOSURE*

I undertake to continue to make payment of rates pending the outcome of this application.

I undertake to notify the Council immediately if the business' circumstances change.

I am the ratepayer or I am a person properly authorised to sign this application on behalf of the ratepayer in the capacity shown below.

I understand that the information I have provided may be shared with other organisations in accordance with Data Protection Act 1998 (see below).

Signed... *[Signature]* Name of Signatory...

Capacity in which signed (e.g. ratepayer) *DIRECTOR* Date *10/05/2018*

Email address... Daytime Telephone Number

Warning – providing false, inaccurate or misleading information in connection with this application may result in the Council taking legal action against you including action under the Fraud Act 2006.

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.

Form NNDR/Hardship/Mar13

** WE TOOK THE CWB OVER ON 27/01/2018*



Bedford Borough Council

Local Taxation Office, Borough Hall, Cauldwell Street, Bedford, MK42 9AP
Telephone (01234) 718097 Email localtax@bedford.gov.uk

NATIONAL NON-DOMESTIC RATES - HARDSHIP RELIEF

EXPLANATORY NOTES - Please read these notes (Pages 1 & 2) before completing the Application Form (Pages 3 & 4). These notes are intended to give guidance about hardship rate relief but should not be regarded as a complete guide to the law.

1. What is Hardship Rate Relief?

Section 49 of the Local Government Finance Act 1988 gives the Council a discretionary power to reduce or remit the payment of rates by granting Hardship Relief. The Council has agreed a Policy which it will apply when considering application for this rate relief. The Policy states that the principle purpose of an award of hardship relief is to provide short-term assistance to businesses that are suffering unexpected hardship, arising from circumstances beyond the business's control and outside of the normal risks associated with running a business of that type, to the extent that the viability of the business would be threatened if an award were not made.

2. What are the general qualifying criteria?

By law rate relief on the grounds of hardship may only be awarded where the Council considers that:

- (i) The ratepayer would sustain hardship if the Council failed to grant Hardship Relief; and
- (ii) It is reasonable to grant Hardship Relief having regard to the interest of person's subject to the Council Tax.

The test of "hardship" need not be confined strictly to financial hardship and applicants should disclose all relevant factors affecting the ability of the business to meet its rate liability. A business will not be considered to be suffering financial hardship in any annual accounting period during which it is profitable or has experienced a loss which is minor in comparison to the overall turnover of the business.

The "interest" of local Council Taxpayers may go wider than direct financial interests; for example, where employment prospects in an area would be worsened by a ratepayer going out of business, or the amenities of an area might be reduced by, for instance, the loss of a neighbourhood shop.

3. What are the application requirements?

The following information is required in support of applications for Hardship Relief:-

- 1. Completed Application Form
- 2. Audited accounts or independently verified accounts for the past two years (or in the case of a new business established for less than twelve months, estimates of annual income and expenditure)
- 3. A copy of your original Business Plan which includes a brief history of the business
- 4. A cash flow forecast for a minimum of the next twelve months from date of this application.
- 5. Copies of your organisation's last three bank statements
- 6. Any other information that may be required in individual cases.

4. How is Hardship Relief granted?

Any Hardship Relief will normally be granted as a percentage of the rates payable for a specific period but will not extend beyond the end of the rating year in which the application is made.

An applicant who is granted Hardship Relief is entitled to re-apply for Hardship Relief in subsequent years and in the event of such a re-application the Council may require the ratepayer

to provide evidence from an accountant or other professional adviser regarding the long-term financial viability of the business.

5. How are Applications for Hardship Relief Determined?

Each application for Hardship Relief is considered on its merits by the relevant portfolio holder in accordance with the Council's agreed policy. The Council's policy is available to download at www.bedford.gov.uk/business/business_rates/hardship

6. Payment of Rates Whilst Awaiting a Decision

The Council aims to determine applications within four weeks of all requested information being provided. **The ratepayer should not withhold payment of any non-domestic rates whilst awaiting the outcome of an application without prior agreement with the Council.** Legal action to enforce payment may be commenced or continued where payment is withheld without agreement.

The Council is committed to open and transparent decision making and will normally publish details of decisions taken by Portfolio Holders together with all supporting information and background papers. In some circumstances information provided in connection with an application may also be required to be disclosed under the Freedom of Information Act.

7. What factors are taken into account when determining an application?

It is expected that businesses will take prompt action to mitigate any factors giving rise to hardship. Examples of mitigating actions may include seeking business advice, discounts and promotions, reviewing pricing, extending the range of stock or services, negotiating with creditors etc. Applications may be declined in circumstances where the business is unable to demonstrate that it is taking reasonable steps to alleviate the hardship.

Applications will be viewed more favourably where the criteria of the Council's policy are met and the business provides the only goods or services of that type in the local area or where the business is a niche business supplying specialist goods or services that are not widely available.

Award of hardship rate relief will not be made for the purposes of enabling a new business to become established except where the viability of the business is threatened by events that could not reasonably have been foreseen when establishing the business.

Rate relief on the grounds of hardship in respect of rates payable for an unoccupied property will only be awarded in the most exceptional circumstances where there are clear and tangible benefits to local Council Taxpayers in making the award.

Hardship relief will only be considered after eligibility for other forms of rate relief have been considered. Businesses which are situated in a Rural Settlement may qualify for Rural Rate Relief. Small Businesses occupying only one non-domestic property in England may qualify for Small Business Rate Relief. Details of both of these schemes and applications forms are available to download at www.bedford.gov.uk/business/business_rates.

8. Appeals

An applicant may make a request for the decision maker to review a decision but only where either:

- (i) Additional information that is relevant to the application and that was not available at the time the decision was made becomes available; or
- (ii) There are good grounds to believe the application or supporting information was not interpreted correctly at the time the decision was taken.

A request for a review must be made within four weeks of notification of the decision and must set out the reasons for the request and any supporting information.



Bedford Borough Council

Local Taxation Office, Borough Hall, Cauldwell Street, Bedford, MK42 9AP
Telephone (01234) 718097 Email localtax@bedford.gov.uk

NATIONAL NON-DOMESTIC RATES - APPLICATION FOR HARDSHIP RELIEF

To apply for Hardship Relief please complete this application form in BLOCK CAPITAL LETTERS. The form is also available as an Eform at www.bedford.gov.uk/business/business_rates. Please return a signed copy of the application form to the above address together with copies of the following documents:-

- (i) Your audited accounts or independently verified accounts for the past two years (or in the case of a new business established for less than twelve months, estimates of annual income and expenditure),
- (ii) A copy of your original Business Plan incorporating a brief history of the business
- (iii) A cash flow forecast for a minimum of the next twelve months.
- (iv) Copies of your organisation's last three bank statements

If you require any assistance in completing this form, please contact the Local Taxation Office on (01234) 718097 or by email to localtax@bedford.gov.uk.

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

1. Name of Ratepayer and Address of Property on which Relief is claimed	Hybrid Air Vehicles Limited, Hangar1, Cardington Airfield, Shortstown, Bedford MK42 0TG
2. Ratepayer's address (if different to 1)	Same
3. Please state the period for which Relief is claimed and the amount of Relief requested	Jan 2016 to April 2018. HAV claim relief for additional rates demand for Jan 16 to March 17. HAV also claim relief on uplifted rateable value from April 17 to April 18. The total requested relief is £72.4k for FY16/17 and £57.2k for FY 17/18
4. What date was your organisation established? Please state month and year.	01 Jun 2007
5. How is your business set up? e.g. sole trader, partnership, limited company, other (please specify)	Limited Company
6.. What goods or services does your business provide and which area of Bedford Borough does it serve?	We design and manufacture Hybrid Air Vehicles for a global market, with potential to attract significant revenues and high-value jobs to the local community.
7. Does your business provide a unique service to the local community?	YES / NO If YES, where is the nearest business providing the same service? Yes. Unique to the UK, competition is from other global companies.
8. How many people do you employ in this business?	Full-Time: Part Time: 50 (excl. contractors) 5
9. How many of these employees live in the Bedford Borough Council administrative area?	Full-Time: Part-Time: 20 (excl. contractors) 0

<p>10. What particular factors have led to your business suffering hardship? You need to demonstrate here that the hardship is temporary and will be relieved by one-off assistance in this financial year. (An example of how a business has been affected could be that footfall has been reduced for a limited period by an unforeseen event such as fire or flood).</p>	<p>HAV is developing a global product using private funding, supported by UK and EU grants. HAV needs to generate over £5m of private funding in 2017 to continue to develop product. Cancellation of a major contract with the DoD in 2013 led to HAV making a successful hardship claim which covered our anticipated time period of several years to generate revenues for customers. HAV was grateful that this claim was supported for the year 2014/15, and in contrast to what HAV proposed in its hardship claim, subsequently paid rates in full in 2015/16 and 2016/17, from its private revenues. HAV has now been requested to pay an uplift for 2016 equivalent to almost 3x the already settled rates bills. Making such a payment from 2017 funding would result in immediate business hardship. This is particularly the case since HAV's path to generating revenue has been impacted by an unforeseen development test issue (hard landing of aircraft in its second test flight) which has resulted in approximately 6 months delay and £4m additional work. Payment of rates at the increased rateable value in 2017/18 will cause further hardship. Once customer revenues are obtained, the business is anticipated to employ 400 staff directly and 1400 in its UK supply chain.</p>
<p>11. What specific actions have you taken to improve the future viability of your business before contacting the Council for Relief?</p>	<p>a. Obtained over £23m shareholder funding b. Obtained over £7m Innovate_UK, RGF and H2020 grants c. Seeking Commercial Partners</p>
<p>12. What are the consequences for your business if the Council declined to grant some or all of the Relief requested?</p>	<p>Cash-flow pressure leading to reduction in spend on employment (potential for redundancies), delay to business plans and consequent delay to growth plans which lead to significant potential additional local employment and economic benefit.</p>
<p>13. What are the consequences for the local community if the Council declined to grant some or all of the Relief requested?</p>	<p>Relocation, Failure of business, delay to growth plans, redundancies. Losing-out upon the opportunity to benefit from planned significant company growth. Potential loss of a high-growth, whole aircraft business generating high value jobs and a regional supply chain (current supply chain includes manufacturing and aerospace businesses in Luton, Bedford, Huntingdon, Milton Keynes). Forecast of 1,800 UK jobs in 5 to 10 Years</p>
<p>14. Is the business receiving (or in the process of seeking) financial assistance from any other source?</p>	<p>YES / NO If YES, please give details If NOT, why not? Innovate_UK technology development grant c£1.5m over 33 months (ended 31Jan17). Regional Growth Fund grant of £3.4m over 9 months to Feb16. EU grant of £2.0m over 25 months to July17</p>
<p>15. Does the business have debts which may result in a creditor taking action to enforce recovery or commence insolvency proceedings?</p>	<p>YES / NO If YES, please give details NO</p>
<p>16. Do you or anyone with a financial interest in your business have unsatisfied debts with Bedford Borough Council?</p>	<p>NO</p>
<p>17. Do you or anyone with a financial interest in your business have unsatisfied County Court Judgments (CCJ's)?</p>	<p>NO</p>
<p>18. Have you or any of the persons connected with this business been made bankrupt or been disqualified through a court order or by an undertaking of the Insolvency Service in the last five years?</p>	<p>YES / NO If YES, please give details NO</p>
<p>19. Please state any other information which you consider is relevant to support your application for Hardship Relief</p>	<p>See attached supporting information</p>

Declaration

I apply for Hardship Relief and declare that the information given on this form and any supporting documents is correct and that I have disclosed all information relevant to consideration of my application.

I authorise the Local Taxation Office to make any enquiries necessary to verify the information which may include a search of my credit file with a credit reference agency. The Council may use this information in conjunction with its own records.

I understand that all decisions may be published together with the application forms and supporting information (which include financial information) which were considered in reaching the decision.

I understand that without the relevant information, the Council cannot process this application and so I enclose the following documentation:

1.	Audited accounts or independently verified accounts for the past two years (or in the case of a new business established for less than twelve months, estimates of annual income and expenditure),
2.	A copy of my original Business Plan incorporating a brief history of the business
3.	A cash flow forecast for a minimum of the next twelve months from the date of this application.
4.	Copies of my organisation's last three bank statements

I undertake to continue to make payment of rates pending the outcome of this application.

I undertake to notify the Council immediately if the business' circumstances change.

I am the ratepayer or I am a person properly authorised to sign this application on behalf of the ratepayer in the capacity shown below.

I understand that the information I have provided may be shared with other organisations in accordance with Data Protection Act 1998 (see below).

Signed..... Name of Signatory for Hybrid Air Vehicles Limited

Capacity in which signed (e.g. ratepayer) CFO, Director, Ratepayer 24/3/17 Date/...../.....

Email address. Telephone Number ...

Warning – providing false, inaccurate or misleading information in connection with this application may result in the Council taking legal action against you including action under the Fraud Act 2006.

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.

Form NNDR/Hardship/Mar13



Bedford Borough Council

Local Taxation Office, Borough Hall, Cauldwell Street, Bedford, MK42 9AP
Telephone (01234) 718097 Email localtax@bedford.gov.uk

NATIONAL NON-DOMESTIC RATES - APPLICATION FOR HARDSHIP RELIEF

To apply for Hardship Relief please complete this application form in BLOCK CAPITAL LETTERS. The form is also available as an Eform at www.bedford.gov.uk/business/business_rates. Please return a signed copy of the application form to the above address together with copies of the following documents:-

- (i) Your audited accounts or independently verified accounts for the past two years (or in the case of a new business established for less than twelve months, estimates of annual income and expenditure), } Started September
- (ii) A copy of your original Business Plan incorporating a brief history of the business → NO PLAN
- (iii) A cash flow forecast for a minimum of the next twelve months. ← UN PREDICTABLE
- (iv) Copies of your organisation's last three bank statements

If you require any assistance in completing this form, please contact the Local Taxation Office on (01234) 718097 or by email to localtax@bedford.gov.uk. TA

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

1. Name of Ratepayer and Address of Property on which Relief is claimed	FACE BAR AND LOUNGE (VISIONWORKING SOLUTIONS) 66 HIGH STREET, BEDFORD, MK42 1NT.	
2. Ratepayer's address (if different to 1)		
3. Please state the period for which Relief is claimed and the amount of Relief requested	2017 - 2018 BALANCE £5600	
4. What date was your organisation established? Please state month and year.	SEPT 2017	
5. How is your business set up? e.g. sole trader, partnership, limited company, other (please specify)	LIMITED COMPANY	
6.. What goods or services does your business provide and which area of Bedford Borough does it serve?	BAR/CLUB	
7. Does your business provide a unique service to the local community?	YES/NO If YES, where is the nearest business providing the same service?	
8. How many people do you employ in this business?	Full-Time:	Part Time: 4-5
9. How many of these employees live in the Bedford Borough Council administrative area?	Full-Time:	Part-Time: 4-5

<p>10. What particular factors have led to your business suffering hardship? You need to demonstrate here that the hardship is temporary and will be relieved by one-off assistance in this financial year. (An example of how a business has been affected could be that footfall has been reduced for a limited period by an unforeseen event such as fire or flood).</p>	<p>HIGH RENT + RATES, NOT TAKING ENOUGH MONEY AT WEEKENDS. ALSO FORCED TO OPEN DURING DAY BY BEDFORD COUNCIL, WHICH COSTS US MORE THAN WE TAKE.</p>
<p>11. What specific actions have you taken to improve the future viability of your business before contacting the Council for Relief?</p>	<p>WE HAVE INVESTED MONEY, PUT ON MORE WEEKEND EVENTS.</p>
<p>12. What are the consequences for your business if the Council declined to grant some or all of the Relief requested?</p>	<p>CLOSURE OF BUSINESS.</p>
<p>13. What are the consequences for the local community if the Council declined to grant some or all of the Relief requested?</p>	<p>AN EMPTY BUILDING ON HIGH STREET.</p>
<p>14. Is the business receiving (or in the process of seeking) financial assistance from any other source?</p>	<p>YES / <u>NO</u> If YES, please give details If NOT, why not? NO MORE SOURCES AVAILABLE.</p>
<p>15. Does the business have debts which may result in a creditor taking action to enforce recovery or commence insolvency proceedings?</p>	<p>YES / NO If YES, please give details YES DEBTS + RATES, ELECTRIC, A LITTLE BEHIND ON RENT.</p>
<p>16. Do you or anyone with a financial interest in your business have unsatisfied debts with Bedford Borough Council?</p>	<p><u>NO</u></p>
<p>17. Do you or anyone with a financial interest in your business have unsatisfied County Court Judgments (CCJ's)?</p>	<p>YES</p>
<p>18. Have you or any of the persons connected with this business been made bankrupt or been disqualified through a court order or by an undertaking of the Insolvency Service in the last five years?</p>	<p>YES / <u>NO</u> If YES, please give details</p>
<p>19. Please state any other information which you consider is relevant to support your application for Hardship Relief</p>	<p></p>

Declaration

I apply for Hardship Relief and declare that the information given on this form and any supporting documents is correct and that I have disclosed all information relevant to consideration of my application.

I authorise the Local Taxation Office to make any enquiries necessary to verify the information which may include a search of my credit file with a credit reference agency. The Council may use this information in conjunction with its own records.

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3.	A cash flow forecast for a minimum of the next twelve months from the date of this application.
4.	Copies of my organisation's last three bank statements

I undertake to continue to make payment of rates pending the outcome of this application.

I undertake to notify the Council immediately if the business' circumstances change.

I am the ratepayer or I am a person properly authorised to sign this application on behalf of the ratepayer in the capacity shown below.

I understand that the information I have provided may be shared with other organisations in accordance with Data Protection Act 1998 (see below).

Signed..... Name of Signatory.....

Capacity in which signed (e.g. ratepayer) DIRECTOR / RATE PAYER Date 11/03/13

Email address..... Daytime Telephone Number.....

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Form NNDR/Hardship/Mar13



Bedford Borough Council

Local Taxation Office, Borough Hall, Cauldwell Street, Bedford, MK42 9AP
Telephone (01234) 718097 Email localtax@bedford.gov.uk

N HARSHIPX 10

NATIONAL NON-DOMESTIC RATES - APPLICATION FOR HARDSHIP RELIEF

To apply for Hardship Relief please complete this application form in BLOCK CAPITAL LETTERS. The form is also available as an Eform at www.bedford.gov.uk/business/business_rates. Please return a signed copy of the application form to the above address together with copies of the following documents:-

- (i) Your audited accounts or independently verified accounts for the past two years (or in the case of a new business established for less than twelve months, estimates of annual income and expenditure),
- (ii) A copy of your original Business Plan incorporating a brief history of the business
- (iii) A cash flow forecast for a minimum of the next twelve months.
- (iv) Copies of your organisation's last three bank statements

If you require any assistance in completing this form, please contact the Local Taxation Office on (01234) 718097 or by email to localtax@bedford.gov.uk.

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

1. Name of Ratepayer and Address of Property on which Relief is claimed	86 And 86A MIDLAND ROAD BEDFORD MK 40 1 QH
2. Ratepayer's address (if different to 1)	
3. Please state the period for which Relief is claimed and the amount of Relief requested	29-SEP-2017 to 31-Mar-2018 £ 1135.03
4. What date was your organisation established? Please state month and year.	6.9.2016
5. How is your business set up? e.g. sole trader, partnership, limited company, other (please specify)	Sole trader
6. What goods or services does your business provide and which area of Bedford Borough does it serve?	Nails Salon Beauty
7. Does your business provide a unique service to the local community?	YES (NO) If YES, where is the nearest business providing the same service?
8. How many people do you employ in this business?	Full-Time: No one Part Time: (Shop was closed down.)
9. How many of these employees live in the Bedford Borough Council administrative area?	Full-Time: No one Part-Time: (Shop was closed down.)

FINANCIAL SERVICES
DEPARTMENT
20 MAR 2018
BENEFITS AND COMMUNITY
WELFARE UNIT

10. What particular factors have led to your business suffering hardship? You need to demonstrate here that the hardship is temporary and will be relieved by one-off assistance in this financial year. (An example of how a business has been affected could be that footfall has been reduced for a limited period by an unforeseen event such as fire or flood).	The particular factors have led to my business is very noise upstairs they do gym. This is made very noise banging my clients they was jump.
11. What specific actions have you taken to improve the future viability of your business before contacting the Council for Relief?	The GYM upstairs stop continue
12. What are the consequences for your business if the Council declined to grant some or all of the Relief requested?	IF the Council declined to grant some or all of the Relief requested. In the future very hard for me open business again.
13. What are the consequences for the local community if the Council declined to grant some or all of the Relief requested?	MISS a Nail technician perfection in the local, in local haven't got abt. Perfection Nail technician and have Fully Certificate
14. Is the business receiving (or in the process of seeking) financial assistance from any other source?	YES/NO If YES, please give details : If NOT, why not? Loan from TSB Bank
15. Does the business have debts which may result in a creditor taking action to enforce recovery or commence insolvency proceedings?	YES/NO If YES, please give details
16. Do you or anyone with a financial interest in your business have unsatisfied debts with Bedford Borough Council?	NO
17. Do you or anyone with a financial interest in your business have unsatisfied County Court Judgments (CCJ's)?	NO
18. Have you or any of the persons connected with this business been made bankrupt or been disqualified through a court order or by an undertaking of the Insolvency Service in the last five years?	YES/NO If YES, please give details
19. Please state any other information which you consider is relevant to support your application for Hardship Relief	SORRY I am very good about English Please I need help!



Declaration

I apply for Hardship Relief and declare that the information given on this form and any supporting documents is correct and that I have disclosed all information relevant to consideration of my application.

I authorise the Local Taxation Office to make any enquiries necessary to verify the information which may include a search of my credit file with a credit reference agency. The Council may use this information in conjunction with its own records.

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4. Copies of my organisation's last three bank statements

I undertake to continue to make payment of rates pending the outcome of this application.

I undertake to notify the Council immediately if the business' circumstances change.

I am the ratepayer or I am a person properly authorised to sign this application on behalf of the ratepayer in the capacity shown below.

I understand that the information I have provided may be shared with other organisations in accordance with Data Protection Act 1998 (see below).

Signed..... Name of Signatory.....

Capacity in which signed (e.g. ratepayer) Date 20/03/2018

Email address..... Daytime Telephone Number ..

Warning – providing false, inaccurate or misleading information in connection with this application may result in the Council taking legal action against you including action under the Fraud Act 2006.

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.

Form NNDR/Hardship/Mar13



BEDFORD
BOROUGH COUNCIL

4
Borough Hall
Cauldwell Street, Bedford
MK42 9AP

www.bedford.gov.uk/businessrates
01234 718097 (Business Rates)
01234 267422 (all other departments)
01234 718061 (Payment line)

Non Domestic Rates 2017 / 2018

		<u>NATIONAL NON-DOMESTIC RATE BILL 2017/2018</u>	
		Explanatory notes are published on the Council's website www.bedford.gov.uk/businessrates A printed copy is available on request.	
N00000010		Non-Domestic Rating Multiplier 47.9p Small Business Rating Multiplier 46.6p Reason for Bill: Reopen Acc	
Property Address	86 AND 86A MIDLAND ROAD BEDFORD MK40 1QH		
Account Number		Property Reference	
Description	Shop & Premises	Date of Issue	13th March 2018
Details of Charge		RV	£
01-APR-2017 to 28-SEP-2017 01-APR-2017 to 28-SEP-2017 29-SEP-2017 to 31-MAR-2018 29-SEP-2017 to 28-DEC-2017 29-DEC-2017 to 31-MAR-2018		Reopen	0.00
		<div style="border: 1px solid black; padding: 5px; transform: rotate(-10deg); text-align: center;">FINANCIAL SERVICES DEPARTMENT 20 MAR 2018 BENEFITS AND COMMUNITY WELFARE UNIT</div>	
		Total Amount Payable	

Instalment Details	Please see overleaf for details of how to pay this bill.				
Date Due	Amount Due	Date Due	Amount Due	Date Due	Amount Due
28-MAR-2018					



833555402716016202126815

www.bedford.gov.uk/businessrates



Bedford Borough Council

Local Taxation Office, Borough Hall, Cauldwell Street, Bedford, MK42
9AP Telephone (01234) 718097 Email localtax@bedford.gov.uk

NATIONAL NON-DOMESTIC RATES - APPLICATION FOR HARDSHIP RELIEF

To apply for Hardship Relief please complete this application form in BLOCK CAPITAL LETTERS. The form is also available as an Eform at www.bedford.gov.uk/business/business_rates. Please return a signed copy of the application form to the above address together with copies of the following documents:-

- (i) Your audited accounts or independently verified accounts for the past two years (or in the case of a new business established for less than twelve months, estimates of annual income and expenditure),
- (ii) A copy of your original Business Plan incorporating a brief history of the business
- (iii) A cash flow forecast for a minimum of the next twelve months.
- (iv) Copies of your organisation's last three bank statements

If you require any assistance in completing this form, please contact the Local Taxation Office on (01234) 718097 or by email to localtax@bedford.gov.uk.

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

1. Name of Ratepayer and Address of Property on which Relief is claimed	61 Midland Road, Bedford, MK40 1PW (<i>Business Rates account number:</i>	
2. Ratepayer's address (if different to 1)	N/A	
3. Please state the period for which Relief is claimed and the amount of Relief requested	01-APR-2017 to 31-MAR-2018 (Amount: £7,010.26) The amount of Relief requested: £6,000.00	
4. What date was your organisation established? Please state month and year.	<ul style="list-style-type: none"> - Signing a lease: 12 / 09 / 2016 - Business Start: 01 / 11 / 2016 	
5. How is your business set up? e.g. sole trader, partnership, limited company, other (please specify)	<ul style="list-style-type: none"> - Limited company - Company Number: 10546522 - Given Date: 4th January 2017 	
6. What goods or services does your business provide and which area of Bedford Borough does it serve?	<ul style="list-style-type: none"> - We provide all types of nail services in Bedford city centre. 	
7. Does your business provide a unique service to the local community?	YES / NO If YES, where is the nearest business providing the same service? <ul style="list-style-type: none"> - NO 	
8. How many people do you employ in this business?	Full-Time: - 2, me and my partner	Part Time: N/A
9. How many of these employees live in the Bedford Borough Council administrative area?	Full-Time: N/A	Part-Time: N/A

<p>10. What particular factors have led to your business suffering hardship? You need to demonstrate here that the hardship is temporary and will be relieved by one-off assistance in this financial year. (An example of how a business has been affected could be that footfall has been reduced for a limited period by an unforeseen event such as fire or flood).</p>	<ul style="list-style-type: none"> - My nail salon just opened 6 months ago and in the Bedford city centre has 10 nail salon therefore there is fierce competition. Normally in the nail industry we needs 1 or 2 years to build-up business growth.
<p>11. What specific actions have you taken to improve the future viability of your business before contacting the Council for Relief?</p>	<ul style="list-style-type: none"> - We try to improve our business to get more income by given special offer and best service for our client.
<p>12. What are the consequences for your business if the Council declined to grant some or all of the Relief requested?</p>	<ul style="list-style-type: none"> - My business may close down.
<p>13. What are the consequences for the local community if the Council declined to grant some or all of the Relief requested?</p>	<ul style="list-style-type: none"> - Some businesses may closing down and move out of Bedford.
<p>14. Is the business receiving (or in the process of seeking) financial assistance from any other source?</p>	<p>YES / NO If YES, please give details If NOT, why not?</p> <ul style="list-style-type: none"> - NO, because we don't have any financial assistance from any other source
<p>15. Does the business have debts which may result in a creditor taking action to enforce recovery or commence insolvency proceedings?</p>	<p>YES / NO If YES, please give details</p> <ul style="list-style-type: none"> - NO
<p>16. Do you or anyone with a financial interest in your business have unsatisfied debts with Bedford Borough Council?</p>	<ul style="list-style-type: none"> - NO
<p>17. Do you or anyone with a financial interest in your business have unsatisfied County Court Judgments (CCJ's)?</p>	<ul style="list-style-type: none"> - NO
<p>18. Have you or any of the persons connected with this business been made bankrupt or been disqualified through a court order or by an undertaking of the Insolvency Service in the last five years?</p>	<p>YES / NO If YES, please give details</p> <ul style="list-style-type: none"> - NO
<p>19. Please state any other information which you consider is relevant to support your application for Hardship Relief</p>	<p>My nail salon just opened 6 months ago and in the Bedford city centre has 10 nail salons therefore there is fierce competition. Normally in the nail industry we needs 1 or 2 years to build-up business growth.</p> <p>With no income, now I am in financial difficulties for running my</p>

business and support for my family.

With my current circumstances, I cannot cover for all my business expenses and family allowances therefore I cannot make any payment for my National Non-Domestic Rate bill 2017/2018 with amount due £7,010.26. My business will be closing down if I haven't get '**Hardship Relief**' and you apply force to pay this amount.

As I am writing this letter to you right now, I am putting my whole trust and hope in you that you will understand my case and will give me '**Hardship Relief**' for my National Non-Domestic Rates Bill 2017 / 2018 for my nail salon.

Declaration

I apply for Hardship Relief and declare that the information given on this form and any supporting documents is correct and that I have disclosed all information relevant to consideration of my application.

I authorise the Local Taxation Office to make any enquiries necessary to verify the information which may include a search of my credit file with a credit reference agency. The Council may use this information in conjunction with its own records.

I understand that all decisions may be published together with the application forms and supporting information (which include financial information) which were considered in reaching the decision.

I understand that without the relevant information, the Council cannot process this application and so I enclose the following documentation:

1. Audited accounts or independently verified accounts for the past two years (or in the case of a new business established for less than twelve months, estimates of annual income and expenditure),
2. A copy of my original Business Plan incorporating a brief history of the business
3. A cash flow forecast for a minimum of the next twelve months from the date of this application.
4. Copies of my organisation's last three bank statements

I undertake to continue to make payment of rates pending the outcome of this application.

I undertake to notify the Council immediately if the business' circumstances change.

I am the ratepayer or I am a person properly authorised to sign this application on behalf of the ratepayer in the capacity shown below.

I understand that the information I have provided may be shared with other organisations in accordance with Data Protection Act 1998 (see below).

Signed.....

..... Name of Signatory:

Capacity in which signed (e.g. ratepayer): RATEPAYER

Date: 21 / 03 / 2017

Email address:

Daytime Telephone Number:

Warning – providing false, inaccurate or misleading information in connection with this application may result in the Council taking legal action against you including action under the Fraud Act 2006.

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.



Bedford Borough Council

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NATIONAL NON-DOMESTIC RATES - HARDSHIP RELIEF

EXPLANATORY NOTES - Please read these notes (Pages 1 & 2) before completing the Application Form (Pages 3 & 4). These notes are intended to give guidance about hardship rate relief but should not be regarded as a complete guide to the law.

1. What is Hardship Rate Relief?

Section 49 of the Local Government Finance Act 1988 gives the Council a discretionary power to reduce or remit the payment of rates by granting Hardship Relief. The Council has agreed a Policy which it will apply when considering application for this rate relief. The Policy states that the principle purpose of an award of hardship relief is to provide short-term assistance to businesses that are suffering unexpected hardship, arising from circumstances beyond the business's control and outside of the normal risks associated with running a business of that type, to the extent that the viability of the business would be threatened if an award were not made.

2. What are the general qualifying criteria?

By law rate relief on the grounds of hardship may only be awarded where the Council considers that:

- (i) The ratepayer would sustain hardship if the Council failed to grant Hardship Relief; and
- (ii) It is reasonable to grant Hardship Relief having regard to the interest of person's subject to the Council Tax.

The test of "hardship" need not be confined strictly to financial hardship and applicants should disclose all relevant factors affecting the ability of the business to meet its rate liability. A business will not be considered to be suffering financial hardship in any annual accounting period during which it is profitable or has experienced a loss which is minor in comparison to the overall turnover of the business.

The "interest" of local Council Taxpayers may go wider than direct financial interests; for example, where employment prospects in an area would be worsened by a ratepayer going out of business, or the amenities of an area might be reduced by, for instance, the loss of a neighbourhood shop.

3. What are the application requirements?

The following information is required in support of applications for Hardship Relief:-

- 1. Completed Application Form
- 2. Audited accounts or independently verified accounts for the past two years (or in the case of a new business established for less than twelve months, estimates of annual income and expenditure)
- 3. A copy of your original Business Plan which includes a brief history of the business
- 4. A cash flow forecast for a minimum of the next twelve months from date of this application.
- 5. Copies of your organisation's last three bank statements
- 6. Any other information that may be required in individual cases.

4. How is Hardship Relief granted?

Any Hardship Relief will normally be granted as a percentage of the rates payable for a specific period but will not extend beyond the end of the rating year in which the application is made.

An applicant who is granted Hardship Relief is entitled to re-apply for Hardship Relief in subsequent years and in the event of such a re-application the Council may require the ratepayer

to provide evidence from an accountant or other professional adviser regarding the long-term financial viability of the business.

5. How are Applications for Hardship Relief Determined?

Each application for Hardship Relief is considered on its merits by the relevant portfolio holder in accordance with the Council's agreed policy. The Council's policy is available to download at www.bedford.gov.uk/business/business_rates/hardship

6. Payment of Rates Whilst Awaiting a Decision

The Council aims to determine applications within four weeks of all requested information being provided. **The ratepayer should not withhold payment of any non-domestic rates whilst awaiting the outcome of an application without prior agreement with the Council.** Legal action to enforce payment may be commenced or continued where payment is withheld without agreement.

The Council is committed to open and transparent decision making and will normally publish details of decisions taken by Portfolio Holders together with all supporting information and background papers. In some circumstances information provided in connection with an application may also be required to be disclosed under the Freedom of Information Act.

7. What factors are taken into account when determining an application?

It is expected that businesses will take prompt action to mitigate any factors giving rise to hardship. Examples of mitigating actions may include seeking business advice, discounts and promotions, reviewing pricing, extending the range of stock or services, negotiating with creditors etc. Applications may be declined in circumstances where the business is unable to demonstrate that it is taking reasonable steps to alleviate the hardship.

Applications will be viewed more favourably where the criteria of the Council's policy are met and the business provides the only goods or services of that type in the local area or where the business is a niche business supplying specialist goods or services that are not widely available.

Award of hardship rate relief will not be made for the purposes of enabling a new business to become established except where the viability of the business is threatened by events that could not reasonably have been foreseen when establishing the business.

Rate relief on the grounds of hardship in respect of rates payable for an unoccupied property will only be awarded in the most exceptional circumstances where there are clear and tangible benefits to local Council Taxpayers in making the award.

Hardship relief will only be considered after eligibility for other forms of rate relief have been considered. Businesses which are situated in a Rural Settlement may qualify for Rural Rate Relief. Small Businesses occupying only one non-domestic property in England may qualify for Small Business Rate Relief. Details of both of these schemes and applications forms are available to download at www.bedford.gov.uk/business/business_rates.

8. Appeals

An applicant may make a request for the decision maker to review a decision but only where either:

- (i) Additional information that is relevant to the application and that was not available at the time the decision was made becomes available; or
- (ii) There are good grounds to believe the application or supporting information was not interpreted correctly at the time the decision was taken.

A request for a review must be made within four weeks of notification of the decision and must set out the reasons for the request and any supporting information.



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- (ii) A copy of your original Business Plan incorporating a brief history of the business
- (iii) A cash flow forecast for a minimum of the next twelve months.
- (iv) Copies of your organisation's last three bank statements

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

1. Name of Ratepayer and Address of Property on which Relief is claimed	4 ALLHALLOWS, BEDFORD, MK40 1 LJ
2. Ratepayer's address (if different to 1)	
3. Please state the period for which Relief is claimed and the amount of Relief requested	2018 1/1/18 to 31/12/18 100% OF RATE PAYABLE
4. What date was your organisation established? Please state month and year.	15 / 12 / 17
5. How is your business set up? e.g. sole trader, partnership, limited company, other (please specify)	LIMITED COMPANY
6. What goods or services does your business provide and which area of Bedford Borough does it serve?	CAFE TOWN CENTRE
7. Does your business provide a unique service to the local community?	YES <u>NO</u> If YES, where is the nearest business providing the same service?
8. How many people do you employ in this business?	Full-Time: Part Time: 3
9. How many of these employees live in the Bedford Borough Council administrative area?	Full-Time: Part-Time: 3

10. What particular factors have led to your business suffering hardship? You need to demonstrate here that the hardship is temporary and will be relieved by one-off assistance in this financial year. (An example of how a business has been affected could be that footfall has been reduced for a limited period by an unforeseen event such as fire or flood).	New started Business	
11. What specific actions have you taken to improve the future viability of your business before contacting the Council for Relief?		
12. What are the consequences for your business if the Council declined to grant some or all of the Relief requested?	CLOSURE OF THE BUSINESS AND STAFF REDUNDANCY	
13. What are the consequences for the local community if the Council declined to grant some or all of the Relief requested?	LOSS OF JOBS FOR THE STAFF	
14. Is the business receiving (or in the process of seeking) financial assistance from any other source?	YES / <input checked="" type="radio"/> NO If NOT, why not?	If YES, please give details
	WE HAVE NO OUTSIDE SPONSERS	
15. Does the business have debts which may result in a creditor taking action to enforce recovery or commence insolvency proceedings?	YES / <input checked="" type="radio"/> NO	If YES, please give details
16. Do you or anyone with a financial interest in your business have unsatisfied debts with Bedford Borough Council?	NO	
17. Do you or anyone with a financial interest in your business have unsatisfied County Court Judgments (CCJ's)?	NO	
18. Have you or any of the persons connected with this business been made bankrupt or been disqualified through a court order or by an undertaking of the Insolvency Service in the last five years?	YES / <input checked="" type="radio"/> NO	If YES, please give details
19. Please state any other information which you consider is relevant to support your application for Hardship Relief		

Declaration

I apply for Hardship Relief and declare that the information given on this form and any supporting documents is correct and that I have disclosed all information relevant to consideration of my application.

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1.	Audited accounts or independently verified accounts for the past two years (or in the case of a new business established for less than twelve months, estimates of annual income and expenditure),
2.	A copy of my original Business Plan incorporating a brief history of the business <i>None produced.</i>
3.	A cash flow forecast for a minimum of the next twelve months from the date of this application.
4.	Copies of my organisation's last three bank statements ✓

I undertake to continue to make payment of rates pending the outcome of this application.

I undertake to notify the Council immediately if the business' circumstances change.

I am the ratepayer or I am a person properly authorised to sign this application on behalf of the ratepayer in the capacity shown below.

I understand that the information I have provided may be shared with other organisations in accordance with Data Protection Act 1998 (see below).

Signed Name of Signatory.....

Capacity in which signed (e.g. ratepayer) *Director (Ratepayer)* Date *16/02/18*...

Email address.£ Time Telephone Number

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- (iii) A cash flow forecast for a minimum of the next twelve months.
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If there is insufficient space to fully answer any question, please use a separate sheet of paper.

1. Name of Ratepayer and Address of Property on which Relief is claimed	KEMPSTON ROVERS COMMUNITY FOOTBALL CLUB HILLGROUNDS RD KEMPSTON MK42 8JZ
2. Ratepayer's address (if different to 1)	
3. Please state the period for which Relief is claimed and the amount of Relief requested	01 APRIL 2018 - 31 MARCH 2019 £11,040.
4. What date was your organisation established? Please state month and year.	APRIL 2018.
5. How is your business set up? e.g. sole trader, partnership, limited company, other (please specify)	COMMUNITY BENEFIT SOCIETY LIMITED REGISTRATION NO 7753
6.. What goods or services does your business provide and which area of Bedford Borough does it serve?	HIRE OF GRASS AND ARTIFICIAL FOOTBALL PITCHES. SELLING OF FOOD AND BEVERAGES THE WHOLE OF BEDFORD BOROUGH.
7. Does your business provide a unique service to the local community?	<input checked="" type="radio"/> YES <input type="radio"/> NO If YES, where is the nearest business providing the same service? CRABBY PARK DUNSTABLE (MID BEDS COUNCIL).
8. How many people do you employ in this business?	Full-Time: Part Time: 16
9. How many of these employees live in the Bedford Borough Council administrative area?	Full-Time: Part-Time: 16

10. What particular factors have led to your business suffering hardship? You need to demonstrate here that the hardship is temporary and will be relieved by one-off assistance in this financial year. (An example of how a business has been affected could be that footfall has been reduced for a limited period by an unforeseen event such as fire or flood).	OUR RATEABLE VALUE HAS INCREASED SO OUR RATE BILL HAS GONE FROM ZERO (DUE TO RATE RELIEF) TO £11,040 (WITH NO RATE RELIEF)
11. What specific actions have you taken to improve the future viability of your business before contacting the Council for Relief?	CONTACTED OUR LOCAL COUNCILLOR BRIAN HUNT, WHO ADVISED US TO APPLY FOR HARDSHIP RELIEF
12. What are the consequences for your business if the Council declined to grant some or all of the Relief requested?	UNABLE TO CONTINUE AS WE DO AT PRESENT
13. What are the consequences for the local community if the Council declined to grant some or all of the Relief requested?	PRICES WOULD INCREASE, BUT MARKET FORCES MAY NOT SUSTAIN THIS, SO STAFF HOURS MAY HAVE TO BE REDUCED
14. Is the business receiving (or in the process of seeking) financial assistance from any other source?	YES / <input checked="" type="radio"/> NO If YES, please give details If NOT, why not? AS HOW HARDSHIP IS DUE TO THE RATE INCREASE
15. Does the business have debts which may result in a creditor taking action to enforce recovery or commence insolvency proceedings?	YES / <input checked="" type="radio"/> NO If YES, please give details
16. Do you or anyone with a financial interest in your business have unsatisfied debts with Bedford Borough Council?	NO
17. Do you or anyone with a financial interest in your business have unsatisfied County Court Judgments (CCJ's)?	NO
18. Have you or any of the persons connected with this business been made bankrupt or been disqualified through a court order or by an undertaking of the Insolvency Service in the last five years?	YES / <input checked="" type="radio"/> NO If YES, please give details
19. Please state any other information which you consider is relevant to support your application for Hardship Relief	PLEASE SEE LETTER

Declaration

I apply for Hardship Relief and declare that the information given on this form and any supporting documents is correct and that I have disclosed all information relevant to consideration of my application.

I authorise the Local Taxation Office to make any enquiries necessary to verify the information which may include a search of my credit file with a credit reference agency. The Council may use this information in conjunction with its own records.

I understand that all decisions may be published together with the application forms and supporting information (which include financial information) which were considered in reaching the decision.

I understand that without the relevant information, the Council cannot process this application and so I enclose the following documentation:

- | | |
|----|--|
| 1. | Audited accounts or independently verified accounts for the past two years (or in the case of a new business established for less than twelve months, estimates of annual income and expenditure). |
| 2. | A copy of my original Business Plan incorporating a brief history of the business |
| 3. | A cash flow forecast for a minimum of the next twelve months from the date of this application. |
| 4. | Copies of my organisation's last three bank statements |

I undertake to continue to make payment of rates pending the outcome of this application.

I undertake to notify the Council immediately if the business' circumstances change.

I am the ratepayer or I am a person properly authorised to sign this application on behalf of the ratepayer in the capacity shown below.

I understand that the information I have provided may be shared with other organisations in accordance with Data Protection Act 1998 (see below).

Signed..... Name of Signatory.....

Capacity in which signed (e.g. ratepayer) VICE CHAIRMAN Date 18/06/18

Email address: Daytime Telephone Number .

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