

Account Number:

Property Reference:

Section 1

Name of Applicant:

Correspondence Address:

Property Address:

Contact Telephone Number:

Email Address:

Section 2

1. Describe the type of business operating from the address in Section 1.

(Please tick as applicable.)

Shop Food Store Post Office Public House Petrol Filling Station

2. If the business is a shop or food store, please list the full range of goods or types of foods that you sell. Otherwise, please mark this section 'Not Applicable'.

3. In which rural settlement is the business located?

4. As far as you know, is yours the ONLY business of this type in this rural settlement?

(Please tick as applicable.)

YES NO NOT SURE

Section 3

Declaration

I have read and understood the attached Guidance Notes and I believe that the property above qualifies for rural rate relief.

Warning: If a person knowingly makes a false declaration in order to obtain a reduction in their business rates liability, then they may be found guilty of an offence under Section 2 of The Theft Act 1978, which can lead to imprisonment.

Signed:

Name (BLOCK LETTERS):

Dated:

Capacity in which signed:

Please return the completed form by emailing it to businessrates@e-lindsey.gov.uk or by post to the address at the bottom of this page.

Privacy Information

Your Business Rates information will be processed by Public Sector Partnership Services (PSPS) on behalf of the data controller, East Lindsey District Council. We require this information from you to allow us to fulfil our statutory duty for Business Rates collection.

Please refer to our website www.e-lindsey.gov.uk/privacy for full details relating to the processing of your information. This will include an explanation of your rights as a data subject, who we share information with and why, contact details (including for Data Protection Offices), and an explanation of our plans to retain your information.

Rural Rate Relief

Certain types of properties in a rural settlement with a population of 3,000 or less may be entitled to rural rate relief.

Under the Rural Rate Relief scheme, East Lindsey District Council are able to grant 100% mandatory rural rate relief to any food shop, general store, post office, petrol filling station and public house which meets the following criteria:

- The location is entered on the Rural Settlement Register*
- For a food shop, general store or post office, the property has a rateable value not greater than £8,500
- For a petrol filling station or public house, the property has a rateable value not greater than £12,500
- It is the only business of that type in the same rural settlement

Food shops will be excluded from this particular relief if they are hot food 'takeaways' or are selling food for consumption on the premises, along with the sale of sweets, confectionery, newspapers/magazines, alcohol, mineral waters, fancy goods, toys, household goods etc.

A general store is defined as 'a trade or business consisting wholly or mainly of the sale by retail of both food for human consumption (excluding confectionery) and general household goods'.

* The Rural Settlement Register can be viewed online at www.e-lindsey.gov.uk, or is available for public inspection at The Hub, Mareham Road, Horncastle, Lincs, LN9 6PH. The register includes all parishes in East Lindsey except Louth, Holton Le Clay, Horncastle, Skegness, Mablethorpe, Sutton On Sea, Alford, Woodhall Spa, Coningsby, Chapel St Leonards and Spilsby.

Requests for backdating will be considered on a case by case basis and in line with legislation.