



HERTSMERE BOROUGH COUNCIL

BUSINESS RATES – HARDSHIP RELIEF APPLICATION FORM

Revenues Department

Civic Offices, Elstree Way, Borehamwood, Hertfordshire WD6 1WA

Telephone: 020 8207 7407

Email: revenues@hertsmere.gov.uk

IMPORTANT INFORMATION

This application form is for businesses seeking **Hardship Relief** under Section 49 of the Local Government Finance Act 1988.

Hardship Relief is discretionary and will only be awarded where the Council is satisfied that:

- the business would suffer hardship if relief is not granted; and
- granting relief would be reasonable having regard to the interests of Council Tax payers and the wider community.

Each application is considered individually. Relief is intended for exceptional circumstances and is not normally awarded on a long-term or ongoing basis.

Please complete all sections fully and provide all supporting documentation requested. Incomplete applications may delay a decision or result in the application being refused.

SECTION 1 – APPLICANT DETAILS

1. Name of Ratepayer / Business

2. Business Rates Account Number

3. Address of Rated Premises

4. Description of Premises / Business Activity

5. Correspondence Address (if different from above)

6. Contact Name

7. Telephone Number

8. Email Address

SECTION 2 – COMPANY INFORMATION

9. Business Structure

Please tick as appropriate:

- ☐ Sole Trader
- ☐ Partnership
- ☐ Limited Company
- ☐ Charity / Non-Profit Organisation
- ☐ Other (please specify): _____

10. If a Limited Company, please provide:

Company Registration Number:

Registered Office Address:

11. Date Business Established

SECTION 3 – BUSINESS OPERATIONS

12. Nature of Business

Please describe the goods and/or services provided:

13. Opening Days

14. Opening Hours

15. Number of Employees

Full-time: _____ Part-time: _____ Total: _____

16. Number of Employees Residing within Hertsmere Borough

SECTION 4 – RELIEF REQUESTED

17. Period for Which Hardship Relief is Requested

From: _____ To: _____

18. Amount or Percentage of Relief Requested (if known)

19. Have you previously received Hardship Relief?

☐ Yes ☐ No

If yes, please provide details:

SECTION 5 – DETAILS OF HARDSHIP

20. Please explain fully the circumstances causing hardship.

Your answer should include:

- when the difficulties began;
- whether the circumstances were outside your control;
- the effect on the business;
- whether the business may close without assistance; and
- any exceptional events affecting trade.

Examples may include:

- major roadworks or local disruption;
- natural disaster or flood;
- significant loss of trade due to exceptional circumstances;
- unforeseen events affecting the local area.

Please continue on a separate sheet if necessary.

SECTION 6 – COMMUNITY BENEFIT

21. Please explain how your business benefits the local community.

Please include details such as:

- whether your business provides an essential local service;
- whether alternative facilities are available nearby;

- the impact on local residents if the business closed;
- local employment provided;
- support for vulnerable or disadvantaged groups;
- contribution to the local economy or community.

SECTION 7 – STEPS TAKEN TO IMPROVE VIABILITY

22. Please provide details of the actions being taken to improve the financial position of the business over the next 12 months.

Examples may include:

- cost reduction measures;
- restructuring or refinancing;
- marketing initiatives;
- business development plans;
- diversification of services;
- staffing changes;
- negotiations with creditors or landlords.

SECTION 8 – FINANCIAL INFORMATION

23. Current Financial Position

Please summarise your current financial circumstances.

Current bank balance(s):

Outstanding debts / liabilities:

Are there any arrears owing to HMRC, suppliers, lenders, or landlords?

☐ Yes ☐ No

If yes, please provide details:

24. Insolvency Proceedings

Is the business currently subject to any insolvency proceedings?

☐ Yes ☐ No

If yes, please provide details:

SECTION 9 – SUPPORTING DOCUMENTS

Please provide copies of the following documents with your application:

- ☐ The most recent audited accounts (where available)
- ☐ Accounts for the previous two financial years
- ☐ Up-to-date management or trading accounts
- ☐ Recent bank statements
- ☐ Cash flow forecast for the next 12 months
- ☐ Business plan for the next 12 months
- ☐ VAT returns and/or tax returns (where applicable)
- ☐ Evidence supporting the hardship claimed
- ☐ Any additional information supporting the application

Failure to provide the requested information may delay consideration of your application or result in refusal.

SECTION 10 – DECLARATION

I declare that the information provided in this application and the accompanying documents is true and complete to the best of my knowledge and belief.

I understand that:

- any award of Hardship Relief is discretionary;
- the Council may request additional information;
- providing false or misleading information may result in relief being withdrawn and recovery action being taken; and
- I must notify Hertsmere Borough Council immediately if there is any material change in circumstances.

Signature: _____

Print Name: _____

Position in Business (if applicable): _____

Date: _____

DATA PROTECTION

The information provided on this form will be used by Hertsmere Borough Council for the purposes of administering Business Rates and assessing eligibility for Hardship Relief. Information may be shared with other organisations where permitted by law for the prevention and detection of fraud.

RETURNING THIS FORM

Please return the completed form and supporting documents to:

Email: revenues@hertsmere.gov.uk

Post: Revenues Department, Civic Offices, Elstree Way, Borehamwood, Hertfordshire WD6 1WA