

Business Rates Relief Application Form

Please complete this form if you wish to apply for Herts IQ Business Rates Relief.

Please read the Herts IQ Business Rates Relief Policy first to check that you qualify for this Business Rates relief.

If you have any questions about completing this form please contact: Cherie Norris at Hertfordshire Local Enterprise Partnership (cherie.norris@hertfordshirelep.co.uk)

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| **Business Rates Reference Number**  (if known) |  |
| **Business Rates Property Address**  that you are applying for Enterprise Zone Business Rates Relief for (including postcode) |  |
| **Company Name** |  |
| **Contact Name** |  |
| **Address for Correspondence**  (if different to the property address  above) |  |
| **Contact Telephone Number** |  |
| **Contact Email Address** |  |

1. About the Property

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| --- | --- |
| Do you **own, rent or lease** the above property? | Own  Rent  Lease  |
| Have you **moved in** to the property? | Yes  No  |
| If yes, whendid you move in? |  |
| If no, when will you take responsibility for the property? and  When will you move in? |  |
| What is the **size** of the property? (approximate sq.ft. if known) |  |

If you are a tenant please give your **Landlord’s name and address and email**

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2. About your Business

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| Name and full contact details of  your company  **Head Office** |  |
| If appropriate, please provide your **Company Registration number** |  |
| If your business is not a registered company / charity, what is your **trading status** (e.g. sole trader, self-employed)? |  |
| If your organisation is **part of a group or a holding company,** please provide details of the group’s structure  (if necessary, use a separate sheet of paper) |  |
| Is your company a **Registered Charity?** | Yes  No  |
| If yes, please provide your Charity Registration number |  |

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| --- | --- |
| **Total number of employees on this site**  (full time equivalent) |  |
| **Unskilled employees**  (performs simple duties, requires little or no independent judgment or previous experience) |  |
| **Semi- skilled employees**  (works within a defined, relatively narrow routine nature that requires proper discharge of duties but key decisions are made by others) |  |
| **Skilled employees**  (capable of exercising considerable independent judgement, discharges duties with responsibility, possess a comprehensive knowledge of the trade, craft or industry) |  |
| **Highly skilled employees**  (capable of working efficiently and supervises the work of skilled employees) |  |
| **Annual Turnover (£)** |  |

Please provide **names and home addresses of the traders or the directors** of the company.

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| **Full Name** | **Address** (including postcode) |
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3. Sector Test

Any business locating within defined boundary of Herts IQ will be eligible for business rate discount. Boundary maps are shown in Appendix A of Herts IQ Business Rates Relief Policy or on the website [www.herts-iq.co.uk](http://www.herts-iq.co.uk).

Herts IQ aims to focus on environmental technologies businesses, particularly the smart construction, low carbon technology, renewable energy and agri-tech sectors. Businesses within these categories will receive the maximum support.

In order to qualify for the Business Rates Relief, the primary focus of the business located within Herts IQ should be within the target sectors (Level 1), be environment technology supply and value chain businesses (Level 2) or businesses who can demonstrate their ‘green’ credentials (Level 3).

Please indicate which Sector/ Levels (s) your business falls within, tick all that apply. Please refer to Herts IQ Business Rates Relief Policy, Appendix B, as a guide.

Target Sectors

|  |  |
| --- | --- |
| Environmental technology based businesses (Level 1) |  |
| Environmental technology based Supply & Value chain businesses (Level 2) |  |
| Businesses which can demonstrate their ‘green’ credentials (Level 3) |  |

Please **describe the nature of your business** located at the premises and **how the business fits into the target sectors** indicated above.

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Please provide any relevant **supporting evidence** that demonstrates how the business meets the above criteria.

List any evidence attached here.

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Do you **monitor** the environmental impact of your business? **Yes/ No**

If yes, what activities do you undertake?

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4. Relocating from within Hertfordshire?

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| --- | --- |
| Is your business relocating from an existing business premises within Hertfordshire? | Yes  No  |

If yes, please provide the **address** that you are **relocating from**

(including post code)

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5. State Aid Declaration  
(Financial assistance from a public body)

Herts IQ Business Rate Relief is a form of De Minimis State Aid. Please see the Herts IQ Business Rates Relief Policy for further details.

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| Have you or any company within your business group, **received or do you expect to receive, any De Minimis State Aid** in the current financial year or in the previous two financial years? | Yes  No  |

If yes, please provide details below:

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| --- | --- | --- | --- |
| Organisation providing  the assistance / aid | Value of assistance | Date of assistance | Nature of  assistance |
|  |  |  |  |

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| --- | --- |
| Does your business receive Small Business Rate Relief | Yes  No  |

6. How we use your information

By submitting this form, you agree to share above data with us to comply with GDPR regulation. Herts IQ Privacy Policy is on can be viewed at <https://www.herts-iq.co.uk/privacy-policy/>

The Hertfordshire Local Enterprise Partnership may also share this information with Dacorum Borough Council, St Albans City and District Council, and Hertfordshire County Council (the Council(s)) and other bodies responsible for auditing or administering public funds.

The Council(s) may use your personal information in order to administer and enforce Business Rates under the Local Government Finance Act 1988. The Council(s) have a duty to protect public funds they administers, and may use information you have provided on this form for the prevention and detection of fraud.

Herts IQ would like to send you specific Herts IQ business related support and information from time to time. Herts IQ will not share your contact details with 3rd parties.

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| I/We would like to receive specific Herts IQ business related support and information. | Yes | No |

Declaration:

**The ratepayer must complete the declaration below. Where, for example, the ratepayer is a company or partnership, it must be signed by a director of that company or one of the partners, and the person should state his or her position. Managers’ signature is unacceptable.**

• I / we declare that the information given in this form is complete and accurate to the best of my / our knowledge and belief.

• I / we authorise the *Hertfordshire Local Enterprise Partnership* to make any necessary enquiries to verify the information on this form, within the terms of the Data Protection Act 2018.

• I / we will declare any change that may affect entitlement to this relief and notify this to the *Hertfordshire Local Enterprise Partnership*.

• I / we confirm the hereditament to which the application relates is the only one occupied by me / us in England and Wales.

• I / we realise it is a criminal offence for a ratepayer to give false information when making an application for Business Rate Relief and may result in criminal prosecution.

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| Signature(s) |  |
| Name(s) |  |
| Position(s) |  |
| Date |  |

Please return this completed form to:

Cherie Norris, Enterprise Zone Manager

Email: cherie.norris@hertfordshirelep.co.uk

Post: Enterprise Zone Programme Manager

Hertfordshire Local Enterprise Partnership,

One Garden City,

Broadway,

Letchworth Garden City

SG6 3BF

Tel: 07540 203753