

**Application for Mandatory and / or Discretionary Rural Rate Relief**

**Post Offices**

<b>Name:</b>	
<b>Property address:</b>	
<b>Account number:</b>	

**If the rateable value of your property is greater than £8,500 but less than £16,500 you will not qualify for mandatory relief of 50% but the Council will consider awarding discretionary relief.**

Are the premises used for the purposes of a Post Office?	
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Do you hold a licence under the Post Office Act 1953?	
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**Please note that you will not qualify for mandatory relief if there is any other such business in the rural settlement. This will be checked by the Council.**

Please describe how your business is of particular benefit to the local community.

*Continue overleaf if necessary*

**Declaration**

The Council will not be able to give full consideration to your application without your business's financial information. You are requested to provide a copy of the last two years audited accounts. Please note that if the business has more than 12 months spending available in reserves relief will not normally be awarded. However, if a business plan is provided, which details how these are to be used further consideration will be given to the application.

**Please tick the appropriate box below to confirm whether you have enclosed a copy of the business's last two years audited accounts.**

(a)  I confirm that I have enclosed a copy of the business's last two years audited accounts.

(b)  I am unable to supply a copy of the business's last two years audited accounts

If you have ticked box (b) above please give a brief explanation below as to why you are unable to supply a copy of the business's accounts.

**I confirm that the information I have provided above is correct.**

**Signature** ..... **Name** .....

**Contact Tel No ;** ..... **E-Mail Address :** .....

**Position in business** ..... **Date** .....

**Please return this form to:**

**Revenues Service, Test Valley Borough Council, Beech Hurst, Weyhill Road, Andover, Hampshire SP10 3AJ. If you have any questions regarding this form please contact the Customer Services Team on (01264) 368000.**

**Please note:** In order to qualify for Discretionary Relief for a particular financial year an award must be approved by 30 September in the following financial year eg. for 2010/11 an award must be approved by 30 September 2011. To ensure that there is sufficient time for your application to be considered and any decision approved please return your form and supporting documentation without delay.