

Application for Mandatory and / or Discretionary Rural Rate Relief

Name of Ratepayer(s):	
Property Address:	
Account number:	

PART 1 – About the property	
1. Is this property in use/occupied? If yes, from what date?	Yes / No
2. Is the property a Food Shop or General Store? If yes, please complete Part 2	Yes / No
3. Is the property a Post Office? If yes, please complete Part 3	Yes / No
4. Is the property a Public House? If yes, please complete Part 4	Yes / No
5. Is the property a Petrol Filling Station? If yes, please complete Part 5	Yes / No
6. If the property is not used as one of the four business types in questions 2-5, what is the nature of this business?	
7. Is this the only business or trade of this nature within its Rural Settlement Area? Please check the business falls within a Rural Settlement Area – see list at www.testvalley.gov.uk/businessrates , click the <i>Reductions & Reliefs</i> link, then click <i>Rural Rate Relief</i> link.	Yes / No
PART 2 – Food Shops & General Stores only	
1. Do you sell food on the premises which is wholly or mainly for human consumption? If yes, what % of your food sales (by turnover £) are confectionery?	Yes / No
2. Do you supply food in the course of catering? (e.g. are you a Restaurant, café, or takeaway?) If yes, what % of your food sales (by turnover £) are “in the course of catering”?	Yes / No
3. Do you sell General Household goods? If yes, please give examples of the goods sold in your shop.	Yes / No

PART 3 – Post Offices only											
1. Are the premises used for the purposes of a Post Office?	Yes / No										
2. Do you hold a licence under the Post Office Act 1953?	Yes / No										
PART 4 – Public Houses only											
1. Do you hold a premises licence granted in accordance with the Licensing Act 2003, which authorises the sale of alcohol, for consumption on the premises, whereby sales are not made on the condition that the buyer resides at or consumes food on the premises?	Yes / No										
PART 5 – Petrol Filling Stations only											
1. Do you sell petrol and/or other automotive fuel to the public, which is for use in motor vehicles intended or adapted for use on roads?	Yes / No										
PART 6 – Benefit to the local community – all to complete											
1. Describe how your business is of benefit to the local community.											
PART 7 – About your income and expenditure – all to complete											
1. State your business's total income and expenditure £ in each of the last two financial years:											
<table border="1"> <thead> <tr> <th>Year</th> <th>Total Income £</th> <th>Total Expenditure £</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> </tr> </tbody> </table>			Year	Total Income £	Total Expenditure £						
Year	Total Income £	Total Expenditure £									
2. What amount do you have held in reserves?	£										
3. Are your reserves more than 12 month's expenditure? If yes, please explain in detail what these extra reserves are held for.	Yes / No										

4. Please provide the last two year's accounts. *If your business is new and does not yet have two year's accounts, please provide the accounts you do have, together with your business plan.	
PART 8 – Declaration – all to complete	
I confirm that the information I have provided in this application is correct. I have enclosed the following documents: (tick which applies) ☐ A copy of the business' last two years accounts. ☐ I am a new business with less than 2 years accounts; I have provided the accounts I do have and my business plan.	
Signature: Name: Position in business: Date: Telephone number: Your Email:	
We are now able to send your business rates bill by email. If you would like to sign up for paperless billing, please confirm the email address you would like to use: Please scan and email this completed form together with the required supporting documentation to: businessrates@testvalley.gov.uk Alternatively, the application form and documents can be taken into our Council Offices at Beech Hurst, Andover, or Romsey Former Magistrates Court, Church Street, Romsey, Or posted to: Revenues Service, Test Valley Borough Council. Beech Hurst, Weyhill Road, Andover SP10 3AJ	