



# Stockton-on-Tees

BOROUGH COUNCIL

## APPLICATION FOR RELIEF FROM RATES UNDER SECTION 49 OF THE LOCAL GOVERNMENT FINANCE ACT 1988 – “HARDSHIP” RELIEF

Please read the explanatory notes before completing your application

1. Name of applicant:

2. Please provide a contact address, telephone number and email address:

3. Address of property for which relief is being claimed:

4. What is the main activity of the business?

5. How many people are usually employed by the business?

6. How do you think local residents and/or businesses benefit from the services your business provides?

7. What are the circumstances that are causing hardship?

8. How are these circumstances affecting your financial situation?

**9. How long do you expect your current circumstances to continue?**

**10. Do you have any other businesses? If the answer is YES please give details of the circumstances of these.**

**11. Have you received any state aid/de minimis state aid during the last three years? If so, please indicate the date the aid was received, the amount of aid and the scheme title. If any such aid has been received, please provide copies of the offer letters. If you have not received any state aid (de minimis or otherwise) please enter "None".\***

*\* Further information about state aid, including examples of possible forms of assistance which could comprise state aid, can be found at [www.bis.gov.uk/policies/europe/state-aid](http://www.bis.gov.uk/policies/europe/state-aid). The BIS publications "The State Aid Guide" (June 2011) and "State Aid – A Beginner's Guide" (June 2010) are also useful sources of information.*

**12. Are you receiving financial assistance from any other source? If the answer is YES please provide full details.**

**13. Please give any additional information you wish to provide in support of your application. (Continue on a separate sheet if necessary).**

**All applicants must provide documentary evidence in support of their claim. At a minimum these should include the following**

- Copies of professionally prepared accounts,
- A financial projection for the next trading period,
- Bank Statements
- Cash flow statement
- Order Books
- A current or future Business Plan
- Any additional information to support the application

Please note that, whilst your application for relief is pending, you must pay the instalments shown on the most recent bill sent to you. The Council will pursue recovery action if payments are not made on, or before, the correct date.

I declare that the information given on this form is, to the best of my knowledge, accurate and complete.

I understand that a copy of this form may also be sent to the Councils' Business Development Team, who may be able to offer me further advice and assistance relating to the operation of my business.

**I also understand that whilst this application for relief is pending I am not entitled to withhold payment of the rates due to the Council.**

SIGNED

DATE