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Dear Sir or Madam

**HAVE YOU HEARD – there's a new retail relief for 2019/20 and 2020/21**

The Government announced in the Budget on 29 October 2018 that it will provide a business rate Retail Discount scheme for the years 2019/20 and 2020/21.

Properties that will benefit will be occupied hereditaments with a rateable value of less than £51000 and easily accessible to visiting members of the public. The property must be wholly or mainly used as a shop, restaurant, cafe or drinking establishment (there are some exceptions to this and these will be shown on the Council's website ) The value of the discount will be one third of your bill after all other appropriate mandatory and/or discretionary reliefs have been applied.

**State aid** law is how the European Union regulates state funded support to businesses, and this Retail Relief is classed as State Aid. Under the De Minimis Regulations, no one company or sole trade may receive more than 200,000 Euros of State Aid in a three year period.

You can read more about state aid on the following link: <https://www.gov.uk/state-aid>

To apply for Retail Relief, you should complete the application form on the back of this letter – you must keep a copy of this letter for 3 years from the date you send in your application.

The aware of Retail Relief must comply with State Aid law and in this case, you must complete the declaration on the application form if you have received other State Aid, this would include Retail Relief if you have a second property for example or any revaluation relief that you have received in the three year period. You must confirm that the award of Retail Relief does not exceed the 200,000 Euros allowed under the State Aid Regulations. If your premises are part of a large retail chain, where the cumulative total of Retail Relief could exceed 200,000 Euros, you should check the State Aid Law carefully before making any application.

You must retain a copy of this letter and application/declaration for a minimum of **3 years**, and must be able to present this to any other public authority or agency asking for information on 'De Minimis' aid for the next 3 years.

**You must continue to pay your Non Domestic Rates bill according to the instalments shown whilst you wait for your application to be processed. Once your application is processed the relief granted will be reflected in the remaining instalments.**

**Application for Retail Relief 2019/20 and 2020/21**

**Business Rates Account Number** (see bill) \_\_\_\_\_

**Your details:**

**Name of company/sole trader** \_\_\_\_\_

**Registered Company number where applicable** \_\_\_\_\_

**Address of Property to which this application relates** \_\_\_\_\_

\_\_\_\_\_

**Contact details:**

**Email** \_\_\_\_\_

**Phone** \_\_\_\_\_

**Use of the Property – this is IMPORTANT and your application CANNOT be processed without this information.**

Please describe below how the property is being used, an example would be, a shop being used for the sale of flowers.

**DEMINIMIS DECLARATION**

**I CONFIRM THAT :**

1. I am authorised to sign on behalf of the company or sole trader as shown above: and
2. The company/sole trader as shown above, shall not exceed its De Minimis threshold by applying for Retail Relief on the property shown above.

**Signature** \_\_\_\_\_

**Name (please print)** \_\_\_\_\_

**Position** \_\_\_\_\_

**Date** \_\_\_\_\_

**Please return your completed form to  
Non Domestic Rate Team, PO Box 1257, Lincoln, LN5 5PQ**

## **West Lindsey District Council Privacy Notice**

To find out more about why we need your information, what we will do with it and how to contact us if you have any concerns or questions please read our 'privacy notice' <https://www.west-lindsey.gov.uk/privacy/>

For Revenues specific concerns or questions please read our Revenues Privacy Notice <https://www.west-lindsey.gov.uk/privacy/revenues-privacy-notice/>

If you require a written copy of either of these statements please contact the Customer Service team on 01427 676676.

**Data Protection** – We are asking for this information in accordance with the provisions of the Council Tax (Administration & Enforcement) Regulations 1992 (Reg.3) and the Data Protection Act 2018 Paragraph 2, Schedule 2. It will be used to help us determine your liability for and collect your Council Tax. It may be shared with other Sections of this Council, with other Councils and with other public bodies to determine eligibility for Housing Benefit, liability for Council Tax, to collect Council Tax, to assess and collect other Taxes and Duties, to help detect and prevent fraud, to help detect and prevent crime and to carry out public duties.