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| Shared Service Centre | Revenues  Business Rates, P O Box 55280, London, N22 9EN  **www.haringey.gov.uk**  **Assistant Director of Shared Service Centre:** Mark Rudd | BS1995_Haringey_TapeType_BLACK_RGB |
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**Application form for Haringey’s discretionary non-domestic rates relief scheme for occupiers of new or recently converted office and work space (B1 Use Class)**

* Discretionary relief – in accordance with Section 47 of the Local Government Finance Act 1988 and Haringey Council’s policy on discretionary business rates relief

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| 1. **DETAILS OF THE PROPERTY FOR WHICH RELIEF IS REQUESTED** | |
| **Business Name** |  |
| **Business Address** |  |
| **Contact Details** | Name and title/position:  Phone:  Email: |
| **Commercial purpose for which the property is used**  **(a) Are you using the property for commercial usage that falls into the B1 Use Class?** This includes:   * Offices which are not within A2 Use Class (this excludes financial, professional and other services appropriate to a shopping area, where the services are provided principally to visiting members of the public) * Research and development of products and processes – includes studios, work spaces and laboratories * Light industrial use (which could be carried out in any residential area without detriment to the amenity of that area by reason of noise, vibration, smell, fumes, smoke, soot, ash, dust or grit)   **b) Is the property used for any purpose by another organisation?**  **c) Details of any sub-letting** |  |
| **d) Are you occupying a newly built commercial premise?** ‘Newly built’ is defined as new and additional commercial floorspace, that has been put on the open market for sale or rent for the first time within the previous 12 months  **OR**  **e) Are you occupying a property that has been recently converted to be suitable for B1 use class?**  ‘Recently converted’ is defined as commercial floorspace that was previously used for B2 – B8 Use Classes (industrial and storage warehousing), that has undergone a conversion into B1 use class and within the previous 12 months has been put on the open market for sale or rent for the first time  **f) When will / did you begin your occupancy of the property?** |  |
| 1. **PARTICULARS OF THE ORGANISATION** | |
| **a) Are you a company limited by guarantee?**  If so, please provide evidence to accompany this form that your accounts are up to date and filed with Companies House  **b) If you are not a company limited by guarantee, how are you legally structured?**  If so, please provide evidence to accompany this form that you have a robust business plan which highlights how the premises occupied assists in the delivery of the organisation’s objectives |  |
| **c) Which bodies regulate and supervise you?**  **d) Are you currently subject to any investigation by your regulator? If so, please provide details** |  |
| **e) Compliance with EU State Aid de minimus rules** A single undertaking (organisation engaged in an economic activity such as providing goods or services on the market) must **not** have received public-funded aid exceeding a total of 200,000 Euros over a 3 year period – this includes all reliefs, grants, subsidies/discounts, loans and guarantees received from public bodies that are not specially exempt from State Aid de-minimus rules  **Has your organisation (or any entity controlled by your organisation) received other sources of public funded aid within the previous 3 years?**    If so, please provide details on the **amount and duration** of the public funded aid, and include a copy of documents outlining the funding arrangements |  |

**3. PLEASE COMPLETE THIS SECTION IN ALL CASES**

I certify that the information supplied is correct to the best of my knowledge and belief

The information supplied in this form will not be shared with any third parties, but may be shared internally between different departments and teams within Haringey Council for the purpose of identifying opportunities to work together with the applicant for the wider benefit of Haringey residents.   
  
By signing below you are confirming that the information supplied is correct and that you are happy for the Council to use the information supplied for the purpose stated above.

Signature …………………………………………………………. Date ……………………

Capacity in which signed, or designation …………………………………………………….

Address ……………………………………………………………………………………….

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Tel No ………………………………………………

When completed, please return this application to:

**Shared Service Centre | Revenues**

**Business Rates**

**PO Box 55280**

**London**

**N22 9EN**