

Business Rates Discretionary Rate Relief Infinity Park Enterprise Zone - Application Form

Please complete this form if you wish to apply for Business Rates Discretionary Rate Relief as a result of locating within Infinity Park Enterprise Zone Derby. Please ensure that you have read the guidance notes first before completing this application.

Business Rates Property Reference
(if known)

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Business Rates Property Address
that you are applying for Business Rates
Discretionary Rate Relief for
(including postcode)

Company Name

Contact Name

Address for Correspondence
(if different to the property address
above)

Contact Telephone Number

Contact Email Address

1. About the property

Do you own the above property?

Yes No

Have you moved in to the property?

Yes No

If yes, when did you move in?

If no, when will you take responsibility
for the property?

When will you move in?

If you are a tenant please give your
Landlord's name and address

2. About your Business / Company

What is the address of your company
Head Office

Is the company a limited company?

Yes No

If yes, please provide your
Company Registration number

If your organisation is part of a group
or a holding company, please
provide details of the group's structure
(if necessary, use a separate sheet of
paper)

Is your company a Registered
Charity?

Yes No

If yes, please provide your Charity
Registration number

Date registered as a Charity

If your business is not a registered
company / charity what is your
trading status (e.g. sole trader,
self-employed)?

Total number of employees

Please provide names and home addresses of the traders or the directors of the company.

Full Name	Address (including postcode)

3. Please demonstrate how your business will support the vision of Infinity Park Derby and will contribute towards growth in the local economy?

4. For businesses relocating from within Derby City Council's area

Is your business relocating from an existing business premises within the Derby area or from within the Enterprise Zone's area?

Yes No

If yes, please provide the address that you are relocating from (including post code)

Account Reference Number

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If you have answered yes to question 4 you will need to satisfy a Growth Test in order to qualify for the Business Rates Discretionary Rate Relief. The growth test questions are on page 4, please complete these as fully as possible.

Please tell us the number of your current workforce and projections for increase over the next 3 years.

Please tell us your current productivity/output and projections for increase over the next 3 years.

Please tell us your current turnover and projections for increase over the next 3 years.

Please provide evidence of your Business Plan(s) to achieve the above. If any separate documents / evidence are provided, please list these below

State Aid De Minimis Declaration (financial assistance from a public body)

Business rates Discretionary Rate Relief for a business locating in an Enterprise Zone is a form of state aid.

State Aid

The award of this relief must comply with EU law on State Aid. The application form requires you to confirm that you have not received State Aid that exceeds in total €200,000, including any other retail relief you are being granted for premises other than the one to which this declaration and letter relates, under the De Minimis Regulations EC 1407/2013.

More information on this can be found in the guidance notes accompanying this form or by following this link: [State Aid section of the Government's website](#).

Have you or any company within your business group, **received or expect to receive any State Aid** in the current financial year or in the previous 2 financial years?

Yes No

If yes, please provide details below of the previous aid received under De Minimis Aid:

Organisation providing the assistance / aid	Value of assistance	Date of assistance	Nature of assistance

De Minimis Aid is not permitted to a “business in difficulty”. Is the business applying for Business Rates Discretionary Rate Relief in financial difficulty?

Yes No

General Declaration

The ratepayer must complete the declaration below. Where, for example, the ratepayer is a company or partnership, it must be signed by a director of that company or one of the partners, and the person should state his or her position.

A Managers' signature (if they are not the ratepayer) is unacceptable.

- I/we declare that the information given in this form is complete and accurate to the best of my / our knowledge and belief.
- I / we authorise Derby City Council to make any necessary enquiries to verify the information on this form, within the terms of the Data Protection Act 1998.
- I / we will declare any change that may affect entitlement is this relief will be notified to the Council.
- I / we confirm the hereditament to which the application relates is the only one occupied by me / us in England and Wales.
- I / we realise it is a criminal offence for a ratepayer to give false information when making an application for Business Rate Discretionary Rate Relief and may result in criminal prosecution.

Signature(s)	
Name(s)	
Position(s)	
Date	

Please return this completed form to the Business Rates team at;

**Derby City Council
Corporation Street
Derby
DE1 2FS**

or email business.rates@derby.gov.uk

Privacy Notice

How is your information used?

We may use your information to: bill, administer and collect Council Tax; bill, administer and collect Business Rates; bill, administer and collect Business Improvement District (BID) levies; process and pay Housing Benefit, second adult rebate for pensioners, Council Tax Support, Discretionary Housing Payments and Council Tax Hardship; bill, administer and collect Housing Benefit overpayments; process applications for free school meals; bill, administer and collect Sundry Debts; process financial assessments relating to Home Care Charging and Residential Care Charging; investigate and prosecute Fraud; send you communications; ask agencies, government departments or other public bodies to give us information they have about you; check information you have provided, or information about you that someone else has provided, with other information we hold; get information about you from certain third parties, or give information to them to check the accuracy of information, prevent or detect fraud or protect public funds. This is to help us meet our statutory and non-statutory duties; administer work accurately and efficiently; assess any contribution to means-tested payments or grants provided by the Council; bill, administer and collect debt; contribute to intelligence gathering to assess impacts of changes to identify need; check the information you have given us to make sure we are handling your data correctly, and for other purposes allowed by law; and prevent fraud and the misuse of public funds.

Who has access to your information?

We may share your information with:

- Other Council Directorates, Derby Homes, elected members and schools in Derby.
- External organisations such as: Government departments and organisations, other local authorities; Courts and Tribunals; the Rent Office; the Valuation Office Agency; the Police; the National Asylum Support Service (NASS); the National Anti-Fraud network (NAFN); the National Fraud Initiative (NFI); software providers; contracted service providers and IT companies used for technical support; social housing landlords (for Housing Benefit claimants in social housing); banks; building societies; external auditors; enforcement agents; debt advice agencies; your doctor / medical professional (if you are claiming a discount for severe mental impairment); your employer; any relevant third parties as required to help prevent fraud, including private sector companies as allowed by law.
- Relevant individuals such as benefits claimants, landlords and agents.

For further information about how your personal information will be used, please go to <https://www.derby.gov.uk/privacy-notice/> where you can see a full copy of our Privacy Notice. Alternatively you can request a hard copy from RBESPrivacyNoticerequest@derby.gov.uk or call us on 01332 643194.