

Business Rates Application for Reduction on Hardship Grounds



Civic Offices,
Gloucester Square,
Woking,
Surrey GU21 6YL
Telephone 01483 755855
Email brates@woking.gov.uk
Website www.woking.gov.uk

- The Council has a discretionary power to reduce the rate liability of a ratepayer if the ratepayer would endure hardship if no reduction were applied and it is reasonable having regard to all its local taxpayers.
- Please do not forget to attach audited copies of the last two years' trading accounts and details of trading in the current year.
- Please use a separate sheet if any questions can not be answered in the space provided or if you wish to submit additional evidence to support your case.
- Please refer to the separate guidance notes for further details.

Name of Organisation Claiming Relief

Rate Account Reference Number (if known)

Property Details

Address of premises for which relief is claimed

Description of Premises (e.g. office, shop with living accommodation etc.)

Nature of Business

What services does your business provide that benefits residents and is unique to your locality?
(e.g. type of business, long opening hours, delivery service advantageous to the elderly & house bound etc)

Brief Description of locality in which business is situated (e.g. village shop in rural community etc.)

Nearest similar business; Name, Address and Distance

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Business Details

How many people do you employ?	
Days & Hours of opening	

Have you any financial relationship with any other associated business?	
If yes please give details below	

To support your application please provide a statement to show why you think payment of rate would cause hardship, and the extent of any hardship.

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Contact Details

Please give name address and telephone number of person authorised to deal with any enquiries, and to whom correspondence, including accounts, should be sent.

	Telephone Number	
	E mail Address	
	Facsimile Number	

Signature	<input type="text"/>	Name	<input type="text"/>
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Capacity in which signed (e.g. Director)	<input type="text"/>	Date	<input type="text"/>
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Please return completed application to:
Woking Borough Council Business Rates Section, Civic Offices, Gloucester Square, Woking,
Surrey GU21 6YL