

Chief Executive and Corporate Resources Department, PO Box 300, Revenue Services,
Civic Centre, High Street, Bristol, BS15 0DS
www.southglos.gov.uk

Date: 29-Nov-13
Your Ref:
Our Ref:
Enquiries to:
Tel: 01454 867700
Fax: 01454 868420
Email: businessrates@southglos.gov.uk

Dear Sir / Madam

NATIONAL NON-DOMESTIC RATES – APPLICATION FOR RELIEF

Re. _____

I refer to your recent request for relief.

In order for me to process your request, I would be grateful if you could complete and return the enclosed form, together with a copy of any supporting evidence.

Should you have any problems with this, please do not hesitate to contact me.

Yours faithfully

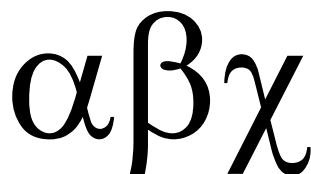
Jude Bevan

Jude Bevan
Revenues & Benefits Service Manager

If you have any queries regarding this letter or need to provide information you can:

- Contact us on telephone number shown above
- Write to us at the address shown above
- Visit one of our One Stop Shops at:
 - The Library, St Marys Street, Thornbury
 - The Hub, Rodway Road, Patchway
 - Civic Centre, High Street, Kingswood
 - Yate Area Office (adjacent to Yate Leisure Centre), Yate

BarCode



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APPLICATION FOR RATE RELIEF FOR POST OFFICES AND/OR GENERAL STORES IN DESIGNATED RURAL SETTLEMENTS	South Gloucestershire Council Chief Executive and Corporate Resources Department, Revenue Service, The Council Offices, Castle Street, Thornbury, Bristol BS35 1HF
CONDITIONS Part 1(Schedule1) of the Local Government and Rating Act 1997 provides that a Charging Authority must award 50% mandatory relief to the only general store and/or post office within a rural settlement. To qualify the hereditament: <ol style="list-style-type: none">1. Must be within the boundaries of a qualifying settlement.2. Must have a rateable value of not more than £8,500.3. Must be used, in whole or part, as a general store or a post office, or both; and4. Must be either the only general store or the only post office in the settlement. (It should be noted that it is entirely possible for both a general store and a post office in the same settlement to qualify for mandatory relief, provided that they both meet the criteria). Please complete all sections below and over the page (if applicable) so that we may consider awarding you mandatory rate relief as soon as possible. You may enclose additional supporting information if relevant. Please return this form to the above address together with a copy of your most recent audited accounts.	
PROPERTY REFERENCE: BILLING/ACCOUNT NO:	DATE SENT: 29-Nov-13
ADDRESS OF PREMISES:	, , ,
NAME OF RATEPAYER:	
NATURE OF BUSINESS: (please give full details)	
NO. OF EMPLOYEES:	
SPECIAL AMENITIES PROVIDED BY THE BUSINESS FOR THE LOCAL COMMUNITY:	

BarCode

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APPLICATION FOR RATE RELIEF (CONT.)

Are you a qualifying Post Office as defined within the Post Office Act 1953? YES NO

The following four questions are applicable to a Post Office located within a General Store or a General Store only.

A) Please state the **percentage** of sales space occupied by:

- 1. Food for human consumption (excluding confectionery) = %
 - 2. Household goods = %
 - 3. Other (please specify)..... = %
-
TOTAL 100 %

B) Please state the **percentage** of turnover generated by:

- 1. Food for human consumption (excluding confectionery) = %
 - 2. Household goods = %
 - 3. Other (please specify)..... = %
-
TOTAL 100 %

C) Please state the **percentage** of profits generated by:

- 1. Food for human consumption (excluding confectionery) = %
 - 2. Household goods = %
 - 3. Other (please specify)..... = %
-
TOTAL 100 %

D) Please state whether the sales of food for human consumption (excluding confectionery) and the sale of household goods are considered to be the most important part of the business:

.....
.....
.....
.....

E) Please state the name, address and nature of business of other village shops in the immediate vicinity:

.....
.....

NAME OF RATEPAYER(S): DATE:

SIGNATURE OF RATEPAYER(S): TEL NO:

.....