

**Application for Rate Relief for a
General Store, Post Office or Food Store
In a Rural Settlement under Section 43 or Section 47
Local Government Finance Act 1988**

A rate relief scheme is in force which allows for mandatory relief of 50% for businesses

- *which operate as the sole general store, sole post office or any food store * in a qualifying rural settlement **and***
- *which occupy property which has a rateable value of £6,000 or less*

In accordance with the scheme Leeds City Council has compiled a Rural Settlement List specifying qualifying settlements (those with a population of 3,000 or less) within areas designated as rural by the Government. This is available for inspection at the Council's offices at 2 Great George Street, Leeds 2.

Local authorities also have the discretion to allow relief to the sole general store or post office in a rural settlement even if the property has a rateable value of over £6,000, providing the rateable value is no more than £12,000. All decisions in relation to discretionary relief will be taken by the Council's Chief Financial Officer.

* the scheme was extended from August 2001 to include any food store (subject to certain conditions).

How to Claim

1. If you are claiming relief on the basis that you operate the **sole post office** in the rural settlement please answer **questions 1, 2, 3, 4, and 7 on this form and complete the declaration.**
2. If you are claiming relief on the basis that you operate the **sole general store** in the rural settlement please answer **ALL the questions on this form and complete the declaration.**

*If your business is **not** the only post office and/or **not** the only general store in the rural settlement you need to complete a different application form which can be obtained from the address below.*

3. Please return the completed form to :

**Leeds City Council, Department of Finance, Business Rates Section
P.O. Box 60, Leeds LS2 8JR.
Telephone (0113) 247 5115 or (0113) 247 6983**

4. Until the outcome of your application is known payment of business rates should be made in accordance with the account **unless** alternative arrangements have already been made with the Business Rates Section. If there is any difficulty in making payment please contact us at the address or telephone number shown above.

If there is insufficient space on this form to answer any questions please attach additional sheets

1. Full name of ratepayer _____
2. Address of property _____

3. Account No (please refer to your account)

Please turn over.....

4. Please describe the nature of the business carried out in the property (if two or more businesses run alongside each other in the property please give details of each separate business).

If you are claiming relief as the sole post office now go to question 7.

5. Please give a brief description of the goods sold in the property.

6. Please answer **all** the questions below :

- a) Do you sell food for human consumption off the premises **Yes/No** (delete as appropriate)
(excluding confectionery and hot food) ?

If "Yes" please state the approximate % of your turnover this represents: _____

- b) Do you sell confectionery ? **Yes/No** (delete as appropriate)

If "Yes" please state the approximate % of your turnover this represents: _____

- c) Do you sell hot food for human consumption **off** the premises ? **Yes/No** (delete as appropriate)

If "Yes" please state the approximate % of your turnover this represents: _____

- d) Do you sell food for human consumption **on** the premises ? **Yes/No** (delete as appropriate)

If "Yes" please state the approximate % of your turnover this represents: _____

- e) Do you sell general household goods ? **Yes/No** (delete as appropriate)

If "Yes" please state the approximate % of your turnover this represents: _____

- f) Do you sell any other items not included in the above ? **Yes/No** (delete as appropriate)

If "Yes" please describe and state the approximate % of your turnover this represents: _____

7. Form completed by : _____ Daytime tel. no.: _____

Correspondence address : _____
(if different to property address)

DECLARATION (delete as appropriate)

- a) As far as I am aware the business is the only post office and/or general store in the rural settlement **or**
b) The business is a food store in the rural settlement

Signed : _____ **Date :** _____

Telephone No : _____ **Email Address :** _____

For office use only		Mandatory/Discretionary		Rural Settlement :-			
<i>Date recd</i>	<i>Date ack</i>	<i>Prop No</i>	<i>RV</i>	<i>Visit date</i>	<i>RM / CFO</i>		<i>Date notif</i>
					<i>Date of Decision</i>	<i>% Relief</i>	
<i>Notes relating to decision :-</i>							