



APPLICATION FOR VILLAGE SHOP RATE RELIEF

PLEASE READ THE ATTACHED NOTES BEFORE COMPLETING THIS FORM

Name of ratepayer	
Address of business	

SECTION ONE – GENERAL

<p>1. In which of the settlements on the Rural Settlement List is your property situated? (See Note 1)</p>
<p>2. If your property is in a rural settlement which does not appear on the List, please name this settlement. (Remember, to qualify, a rural settlement must be in a Designated Rural Area, and have a population of less than 3,000 people (See Note 2)</p>

SECTION TWO – MANDATORY RELIEF

<p>1. Is your property the only Post Office in the settlement? (See Note 3)</p>
<p>2. Is your property the only General Store in the settlement? (See Note 4)</p>
<p>3. Is your property a village food store? (See Note 5)</p>

SECTION TWO (MANDATORY RELIEF) (CONT'D)

4. Is your property the **only petrol filling station** in the **rural settlement**? **(See Note 6)**

5. Is your property the **only public house** in the **rural settlement**? **(See Note 7)**

SECTION THREE – DISCRETIONARY RELIEF

6. Do you wish to apply for Discretionary Relief as a **rural business other than the only Post Office, general store, petrol filling station or public house, or as a village food store**?
(See Note 8)

If **yes**, could you please give reasons as to why you think you may qualify for Discretionary Relief **(SEE NOTE 8)** (please continue on a separate sheet if necessary)

SIGNED.....

DATE.....

NAME.....

Once you have completed and signed the form please return it to: Business Rates,
Epping Forest District Council, Civic Offices, High Street, Epping, Essex CM16 4BZ

Filling in the form

Rural Rate Relief

Rural rate relief is a reduction which applies to certain businesses in rural areas. The scheme only applies to **qualifying rural settlements** which are listed on the council's **Rural Settlement List**(see note 1). A rural settlement must be within a **Designated Rural Area** (see note2).

Mandatory Rural Rate Relief applies to:

- The only Post Office
- The only General Store
- Any Food Store
- The only petrol filling station
- The only public house

in a rural settlement

If your business qualifies for Mandatory Rural Rate Relief, your rates bill will be reduced by 50%. The 2016 Autumn Statement confirmed the doubling of rural rate relief to 100% from 1 April 2017. The Council will be using its local discount powers to grant 100% rural rate relief to eligible ratepayers from 1 April 2017.

Discretionary Rural Rate Relief The council can also grant relief of up to 100% of a rates bill, to other rural properties. The business must be in a qualifying rural settlement, and be of benefit to the local community. The council must also think that it is reasonable to do grant the relief, with regard to local council taxpayers. The council guidelines are to award discretionary relief of 80% in these cases.

Note 1 **The Rural Settlement List** includes the following areas:

Abess Roding, Berners Roding, Beauchamp Roding, Broadley Common, Epping Green, Epping Upland, Fyfield, High Beech, High Laver, High Ongar, Abridge, Magdalen Laver, Matching Green, Matching Tye, Moreton, Nine Ashes, Thornwood Common, Roydon, Lower Sheering, Upper Sheering, Stanford Rivers, Stapleford Abbots, Stapleford Tawney, Toot Hill, Willingale

Note 2 If your property is in a rural settlement not on the **Rural Settlement List**, you must contact the council so that the list can be reviewed.

To qualify, a rural settlement must:

- i. be in a Designated Rural Area. The Designated Rural Areas are:

Abess Beauchamp and Berners Roding , Bobbingworth, Breach Barns, Epping Upland, Fyfield, High Laver, High Ongar, Lambourne, Little Laver, Magdalen Laver, Matching, Moreton, North Weald, Roydon, Sheering, Stanford Rivers, Stapleford Abbots, Stapleford Tawney, Theydon Bois, Theydon Garnon, Theydon Mount, Willingale

and also, for the purposes of Rural Rate Relief only, the following Parishes:

Nazeing, Ongar and Waltham Abbey

and

- ii. have a population of not more than 3,000 people, on **31 December** prior to the financial in which the list has effect

Note 3 A Post Office qualifies if it is the **only Post Office** in the settlement, and has a rateable value of less than £8,500. For these purposes, a Post Office is regarded as, within the meaning of the Post Office act 1953, “any house, building, room vehicle or place used for the purposes of a Post Office”

Note 4 A General Store qualifies if it is the **only general store** in the settlement, and has a rateable value of less than £8,500. For these purposes a general store must be one in which there is carried on a trade or business consisting wholly or mainly of the sale by retail of both goods for human consumption (excluding confectionery) and general household goods.

Note 5 A village food shop is **any** shop in a rural settlement which wholly or mainly sells food on a retail basis for human consumption. This does not include confectionery or the supply of food for consumption on the premises, or of hot food that is eaten off the premises. This excludes restaurants, cafes, tea-rooms and fast food shops, but not food shops only selling a small amount of these items (ie. less than 50%). Furthermore, the property must have a rateable value of less than £8,500.

Note 6 A petrol filling station qualifies if it is the **only** premises in a rural settlement with a rateable value of less than £12,500 where petrol or other automotive fuels are sold retail to the general public for fuelling motor vehicles used on roads,

Note 7 A public house qualifies if the premises has in force, a justices’ on-licence within the meaning of the Licensing Act 1964 (excluding a Part IV licence within the meaning of that act.) Furthermore the rateable value must be less than £12,500

Note 8 Relief may also be granted, at the discretion of the council, to businesses other than the sole Post Office, General Store, Petrol Filling Station or Public House, or any village food stores in a rural settlement, with a rateable value of less than £16,500. Before granting discretionary relief in these cases, the council must be satisfied that the business is of value to the local community, and that it is reasonable to do so having regard to the interests of the local council taxpayers. If you are applying for discretionary relief as such a business, you should detail in this section the reasons why you feel your business is of benefit to the local community and supply as much information as you can in support of your case.