**City of Westminster**

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| **APPLICATION FOR HARDSHIP RATE RELIEF** |

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| Please send your completed form, together with a copy of your full accounts for the last 3 years to:westminster.nndr@secure.capita.co.ukor by post to Westminster NNDR, PO Box 187, Erith, DA8 9EYPlease use black ink to complete the form |

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2024

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| 1. Name of ratepayer:  |
| 2. Name of correspondent:  Position in organisation:  |
| 3. Property address to which application for relief relates: (Please include rate account reference number if known)  |
| Telephone: |   | Email: |  |
| 4. Address for correspondence (if different from 3): |
| Telephone: |  | Email: |  |
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| 5. Please describe the type of business trading at this address.  |
| 6. How long has the business been established in Westminster? |
| 7. Has the business ever traded from another address?  |

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| 8. Please state how the business benefits Westminster residents and the local community. The attached Westminster Employment Service form may assist you. |
| 1. 9. Please state why the business rates in particular are causing hardship, including a brief history of the business, how many employees etc (continue on a separate sheet if necessary):

10. Please complete this employee information:-

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| **Staff Information** |
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|                           | Number of Staff | Current year staff costs |   Estimates for next year staff costs |   |
| Full time |  |  |  |
| Part time |  |  |  |
|  |  |  |  |
| Volunteers |  |  |  |
| Total |  |  |  |
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Please state how many of the employees live in the Westminster area\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Yes / No Please confirm you pay your employees the London Living Wage1. Please state the amount (%) of relief and the period you are applying for:
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| 1. **Please attach full accounts of the business for the past 3 years.**
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| 1. **Subsidy Limit** (previously known as State Aid)

*Trade and Co-operation Agreement*1. Providing discretionary relief to ratepayers is likely to amount to a subsidy. Any relief provided by Local Authorities will need to comply with the UK’s domestic and international subsidy control obligations (see the BEIS guidance for public authorities which explains the subsidies chapter of the UK-EU Trade and Cooperation Agreement (TCA), World Trade Organisation rules on subsidies, and other international subsidy control commitments).

*Minimal Financial Assistance (MFA)*1. To the extent that a local authority is seeking to provide relief that falls below the Minimal Financial Assistance (MFA) thresholds, the Subsidy Control Act allows an economic actor (e.g. a holding company and its subsidiaries) to receive up to £315,000 in a three-year period (consisting of the 2023/24 year and the two previous financial years). MFA subsidies cumulate with each other and with other subsidies that fall within the category of ‘Minimal or Services of public economic interest (SPEI) financial assistance’. BEIS COVID-19 business grants and any other subsidies claimed under the Small Amounts of Financial Assistance limit of the Trade and Cooperation Agreement should be counted under the £315,000 allowance.

**Declaration regarding Subsidy Limit :-** Has your organisation exceeded the UK Subsidy Allowance limits (which replaced  Yes / No the previous EU State Aid Limit) as outlined above for any period for which discretionary rate relief is being sought?Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Print Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Capacity/Authority to sign for applicant   \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_**Data Sharing:** If we have a legitimate reason to do so, we may share information we collect for administration of Business Rates within the City Council and to some organizations acting on our behalf. We may check information supplied with a credit reference agency. In particular, we may check the information you provide, or that someone else provides about you, with other information we hold. We may also use this information or supply it to third parties including government departments and other local authorities, to prevent or detect crime or to protect public funds in other lawful ways. Before we share any information, we will rigorously check that sharing it is fair and justified. If you would like more explanation, please write to: Revenues & Benefits Service, Finance & Resources Department, Westminster City Council, 16th Floor, City Hall, 64 Victoria Street, London, SW1E 6QP |

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**About the service**

Responsible Economy works with businesses in the Westminster who have either a Corporate Social Responsibility or Social Value agenda. We encourage them to come together and work in partnership to support our local community. We have created an active network of businesses that are committed to improving the lives of residents and those in need.

Our service:

* Guides business support to where it is most needed to make a positive contribution in the community.
* Connects businesses with our local Voluntary Sector Community/ charities and make giving and contributing easier, more accessible, and impactful.
* Delivers a free local recruitment service to train and place unemployed and underemployed residents into jobs.

**Our offer**

**Free local recruitment offer**- delivered through our Westminster Employment Service (WES) function. Employer Relationship Managers (ERMs) work with a business focus, to train and place unemployed and underemployed residents into jobs across Westminster and Central London.

**Make a difference-** by providing people with work experience, job tasters, and employer led workshops for jobseekers.

**Apprenticeships-** we can guide you to services that can help you recruit and train apprentices.

**CSR pledge-** match responsible business with local community projects or volunteering opportunities. Employee volunteers can be involved in or one-off events or commit to supporting local charities on a regular basis to support on a range of tasks from marketing and fundraising, befriending, and careers advice for the people they support.

For further information please go to:

Recruitment: [Westminster Employment Service | Westminster City Council](https://www.westminster.gov.uk/jobs-and-volunteering/westminster-employment-service) or contact localjobs@westminster.gov.uk

CSR: [Business Community Partnerships | Westminster City Council](https://www.westminster.gov.uk/business-community-partnerships) or contact businesscommunitypartnerships@westminster.gov.uk

**Let’s work together**

Are you able to provide our objective?

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|  | **Yes/No** | **Your comments/notes including an indication of how many and timescales** |
| We will use WES to promote future vacancies |  |  |
| We will offer placement/s, job taster/s and workshop/s to local unemployed residents |  |  |
| We will hire local apprentice/s |  |  |
| We will sign up for the CSR pledge and local volunteering opportunities |  |  |

If you are able to provide a commitment of support, we would be grateful if you could return this form together with your Hardship Relief application form.