

# PUB RELIEF APPLICATION FORM

Business rates account number

Business address

## 1. Confirmation of eligibility up to £1,000 Pub Relief

I confirm that the business, whose account number I have detailed above is eligible for this relief. I also confirm it is occupied and the Rateable Value is below £100,000

It is wholly or mainly used as follows: and that the criteria below is met:

- Be open to the general public
- Allow free entry other than when occasional entertainment is provided
- Allow drinking without requiring food to be consumed
- Permit drinks to be purchased at a bar

For these purposes, it should exclude:

- Restaurants
- Café
- Nightclubs
- Hotels
- Snack bars
- Guesthouses/boarding houses
- Sporting venues
- Music venues
- Festival sites
- Theatres
- Museums
- Exhibition halls
- Cinemas
- Concert halls
- Casinos

**Name of business**

I confirm that I am authorised to sign on behalf of

Name:

Signature:

Day

Month

Year

Position

Telephone number



Further information on State Aid law can be found at  
[www.gov.uk/state-aid](http://www.gov.uk/state-aid)



## 2. Compliance with State Aid rules

Awards such as other Business Rates Relief are required to comply with the EU law on State Aid. If you have received any other De Minimis State Aid, including any other Relief you are being granted for premises other than the one to which this bill and letter relates, you must confirm that the award of any other Business Rates Relief does not exceed the €200,000 a business can receive under the De Minimis Regulations EC 1407/2013.

In terms of declaring previous De Minimis aid, we are only interested in public support which is De Minimis aid (State Aid received under other exemptions or public support which is not State Aid does not need to be declared).

**If you have not received any other De Minimis State Aid, including any other Pub Rate Relief you are being granted for premises other than the one to which this bill and letter relates, please enter zero in the form below.**

Under the European Commission rules, you must retain a copy of this letter for 3 years from the date on this letter and produce it on any request by the UK public authorities or the European Commission. (You may need to keep a copy of this letter longer than 3 years for other purposes). Furthermore, information on this aid must be supplied to any other public authority or agency asking for information on 'De Minimis' aid for the next three years.

Amount of De Minimis aid	Date of aid	Organisation providing aid	Nature of aid
--------------------------	-------------	----------------------------	---------------

Business rate relief

Name of business

I confirm that I am authorised to sign on behalf of

Name:

Signature:

Day

Month

Year

Position

Business address

Telephone number

# REFUSAL OF PUB RELIEF FORM – IF STATE AID RULES EXCEEDED

I confirm that I wish to refuse Pub Relief in relation to the above premises.

Name of business

I confirm that I am authorised to sign on behalf of

Name:

Signature:

Day

Month

Year

Position

Business address

Telephone number

**Please complete, print and return this form as soon as possible to:**

**The Revenues Service, Council Offices, Wallfields, Pegs Lane, Hertford SG13 8EQ**

**Alternatively click the send button below. This will open your email application and attach as a new message.**

**If you have a query about this form, please use the number below:**

**01279 655261 Ext 7223 or**

**email: [business.rates@hertspartnership-ala.gov.uk](mailto:business.rates@hertspartnership-ala.gov.uk)**

## Fair Processing Notice - How we collect and use information

**We will use the information you give in this form and in any supporting evidence you send us, to process and calculate your business rates. We will normally keep your records for up to seven financial years and then they will be destroyed securely.**

In accordance with data protection laws the information you provide as part of your application will be used for the purposes of processing your application. We may share your information with other Council departments and where necessary our affiliated partners for the purposes of fraud protection and to comply with our statutory obligations. Further details about how we handle your information can be found in our privacy policy available here -

For East Herts the link is <https://www.eastherts.gov.uk/dataprotection>

For Stevenage the link is <http://www.stevenage.gov.uk/about-the-council/access-to-information/200156/>

Please complete, print and return this form as soon as possible to:

The Revenues Service, Council Offices, Wallfields, Pegs Lane, Hertford SG13 8EQ

Alternatively click the send button above. This will open your email application and attach as a new message.

If you have a query about this form, please use the numbers below:

01279 655261 Ext 7223 or 01438 242876

email: [business.rates@hertspartnership-ala.gov.uk](mailto:business.rates@hertspartnership-ala.gov.uk)