

Retail Discount Application form

Account Reference

Name of ratepayer

Date claim to take effect from

| | | |
|-----|-------|------|
| Day | Month | Year |
|-----|-------|------|

Property address (inc post code)

Description of property

**What is the property used for/
nature of business**

**Correspondence address
(inc post code)**

Landlord/Owner details

Telephone Number

Email

Please go to next pass to read and sign the declaration



Declaration:

I can confirm that I have met the criteria shown on the guidance notes and that the award shall comply with the EU law on State Aid on the basis that, including the award, my organisation shall not receive more than €200,000 in total of De Minimis Aid in a three year period (consisting of the current financial year and the two previous financial years).

By signing the application form, you agree that, to the best of your knowledge, the information contained on the form is complete and is not false. Wilfully making a false statement on the application form is an offence and may result in us taking legal action against you. Please ensure that you are authorised to sign on the companies behalf

Name:

Signature:

Day

Month

Year

Position

Telephone number

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

The Business Rates Team, Wallfields, Pegs Lane, Hertford, Herts 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 01438 242876 or

email: 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.

We may check and pass the information to certain third parties, other agencies or organisations such as the HM Revenues and Customs, as allowed by law to:

- Make sure the information is accurate, and
- Prevent or detect crime, and
- Protect public funds.

These third parties include government departments, local authorities and private-sector companies such as banks and organisations that may lend you money.

We will not give information about you to anyone else, or use information about you for other purposes, unless the law allows us to.

The Council is the data controller for the purpose of the Data Protection Act. If you want to know more about what information we have about you, or the way we use it, please ask us.