

# Hardship Relief - Guidance Notes

We can consider granting relief to any business that would sustain hardship if relief were not granted and it is in the interests of the local Council Tax payer to do so. These notes are intended as a guide to assist you in the completion of the application form and help you provide all the relevant information in order for us to assess your application.

## **What service does your business provide and what area does it serve?**

Provides the Council with details of what your business is about and the services you provide. Are there any additional services to the ones you originally set out to provide? Which community areas are your services aimed at?

## **What benefits does your business provide to the local community?**

How do you feel your business benefits the local community? What do you feel the affects would be on the community you were not there?

## **How many staff do you employ?**

Please provide details of all people employed by the business (part-time and full-time) including the number of hours worked by each member of staff.

## **What factors have led to the business suffering hardship?**

Please provide details of **all** of the factors that have contributed to the business suffering hardship. Are there any external factors beyond your control that have contributed to the hardship? When did the hardship begin?

## **What steps or actions have you taken to improve situation?**

Provide details and evidence of the steps or actions you have pro-actively taken to halt or manage the decline, or improve the business.

## **What period are you requesting relief for?**

We can only award relief for the period hardship has been suffered. How long do you feel you will require relief to assist you through your current difficulties?

## **What outcome do you expect if relief is awarded?**

Please give details of what you feel the granting of relief will do for the business? Please provide a business plan of what you hope to achieve over the next twelve months following assistance.

## **Have you sought or received any other financial assistance that may be available?**

Have you attempted to obtain or received any financial assistance? If so, please give details and evidence of the amount received and what it has been used for.

## Do you currently own or run another business?

If you own or have any involvement in another business other than the one you have applied for relief for, you should declare it on your application. Please give details of your involvement in the company together with details of the services the business provides.

We may ask for financial information relating to any other businesses and will contact any other local authority to verify information.

## Have you run or owned any other businesses in the past?

If you have previously owned or had any involvement in another business other than the one you have applied for relief for, you should declare it on your application. Please give details of your involvement in the company together, details of the services the business provided and the circumstances regarding the cessation of your involvement with that company.

## What evidence do I need to provide?

- A completed application form giving a **full** answer to each question;
- The last two years of audited accounts of the business including a monthly breakdown of income and expenditure. If your business has traded for less than two years, you should supply all available financial information since trading started and include a breakdown of the monthly income and expenditure;
- A projected income and cash flow for the next twelve months;
- Any evidence that may support your application relating to the information you have provided in your application.

Contact Details	
<b>In writing to:-</b>  <b>Revenues Unit Northumberland County Council County Hall Morpeth Northumberland NE61 2EF</b>	<b>Telephone: 0345 600 6400</b>  <b>Fax: (01670) 620098</b>  <b>Email: <a href="mailto:businessrates@northumberland.gov.uk">businessrates@northumberland.gov.uk</a></b>  <b>Website <a href="http://www.northumberland.gov.uk">www.northumberland.gov.uk</a></b>