



Babergh Mid Suffolk District Council Enterprise Zone Business Rates Relief Application Form

Please complete this form if you wish to apply for Enterprise Zone Business Rates Relief for premises on either Sproughton Enterprise Park or Stowmarket Enterprise Park. Please ensure that you have read the appropriate Mid Suffolk or Babergh District Council Discretionary Business Rates Relief Policy for eligibility, terms and conditions.

If you have any questions about completing this form please contact the Economic Development Team at Babergh Mid Suffolk District Council

Business Rates Reference Number

Business Rates Property Address

Please specify which Enterprise Zone this property falls within (including postcode)

Company Name / Name of Ratepayer

Contact Name

Address for Correspondence

(if different to the property address above)

Contact Telephone Number

Contact Email Address

1. About the Property

Do you **own** the above property?

Yes

No

If you are the owner, is the property currently vacant?

Yes

No

Do you intend to sublet the property to businesses in eligible

Business Use Classes?

Yes

No

Have you **moved in** to the property?

Yes

No

If yes, **when** did you move in?

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If no, when will you take responsibility for the property?

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When will you move in?

-----/-----/-----

If you are a tenant please give your **Landlord's name and address**

2. About your Business / Company

Name and address of your company **Head Office**

Is the company a **limited company**?

Yes

No

If yes, please provide your **Company Registration number**

If your organisation is **part of a group or a holding company**, please provide details of the group's structure (if necessary, use a separate sheet of paper)

What is your **company's SIC code** (as stated on your Companies House return?)

Is your company a **Registered Charity**?

Yes

No

If yes, please provide your **Charity Registration number**

Date registered as a Charity

If your business is not a registered company / charity what is your **trading status** (e.g. sole trader, self-employed)?

Total number of employees FTE (fulltime equivalent)

Please provide **names and home addresses of the traders or the directors** of the company.

Full Name	Address (including postcode)

3. Sector Test

In order to qualify for the Business Rates Relief the main focus of the business moving to a Babergh Mid Suffolk Enterprise Zone must operate within Planning Use Classes Orders B1, B2 and/or B8, The District Council may ask to see relevant planning permission. **Please note the Business Rates Relief is at the discretion of the Districts and priority will be given to businesses operating within preferred sectors as identified below.**

Please indicate which of the sector(s) below best describe(s) your main business activities.

Preferred Sectors:

- Advanced Manufacturing
- Life Sciences & Biotechnology
- Agri-tech
- ICT and Digital Creative
- Financial and Insurance Services – and other professional services
- Life Sciences, including Medical Technologies
- Other

4. Relocating

If your business is relocating from an existing business premises please provide the **address** that you are **relocating from** (including post code) below. Please note the District Council may ask you to complete Section 5. below if required.

5. Displacement/Businesses relocating from another Enterprise Zone

If your business was (or remains partly) located on another Enterprise Zone please provide your (former) address on this Enterprise Zone below (including postcode)

If this section is relevant to your business you may be asked to discuss your future Business Plan with the District Council.

6. State Aid De Minimis - Declaration (Financial assistance from a public body)

Enterprise Zone Business Rates Relief is a form of state aid. Please see the Babergh or Mid Suffolk District Council Discretionary Business Rates Relief Policy and Enterprise Zone Question and Answers guidance information on the website (link to be added here).

Have you or any company within your business group, **received or expect to receive any State Aid** in the current financial year or in the previous 2 financial years? Yes No

If yes, please provide details below of the previous aid received under De Minimis Aid:

Organisation providing the assistance / aid	Value of assistance	Date of assistance	Nature of assistance

De Minimis Aid is not permitted to a “business in difficulty”

STATE AID DECLARATION

I acknowledge that I am authorised to sign on behalf of (name of business) _____ and understand the requirements of De Minimis (EC Regulations 1998/2006).

_____ (Business Name) is not a business “in difficulty” as defined at 2.1 of the Community Guidelines and State Aid for Rescuing and Restructuring Firms in Difficulty (2004/C22/02) at the date of this Declaration.

By signing below, I _____ (own name), confirm that I represent _____ (Business Name) in my capacity as _____ (position within named business) and that all the information given in this completed application form is accurate for the purposes of De Minimis exemption.

I understand that State Aid eligibility will be reviewed annually.

SIGNED _____ **DATE** _____

7. Business Rates Relief – Declaration

The ratepayer must complete the declaration below. Where, for example, the ratepayer is a company or partnership, it must be signed by a director of that company or one of the partners, and the person should state his or her position.

- I/we agree to provide the Council an annual monitoring report on the performance of the business.

- I/we declare that the information given in this form is complete and accurate to the best of my / our knowledge and belief.
- I / we authorise Babergh Mid Suffolk District Council to make any necessary enquiries to verify the information on this form, within the terms of the Data Protection Act 1988.
- I / we will declare any change that may affect entitlement is this relief will be notified to the Council.
- I / we confirm the hereditament to which the application relates is the only one occupied by me / us in England and Wales.
- I / we realise it is a criminal offence for a ratepayer to give false information when making an application for Business Rate Relief and may result in criminal prosecution.

Signature(s)

Name(s)

Position(s)

Date

8. How we use your information / Data Protection Disclaimer

The Council uses your personal information in order to administer and enforce Business Rates under the Local Government Finance Act 1988. The authority has a duty to protect public funds it administers, and may use information you have provided on this form for the prevention and detection of fraud. It may also share this information with other bodies responsible for auditing or administering public funds for these purposes.

The Council will use business performance data provided for monitoring, evaluation and reporting purposes.

The Council will also use the information for the purposes of performing any of its statutory enforcement duties and any disclosures required by law.

Please return this completed form to:

Economic Development Team
Babergh Mid Suffolk District Councils
Endeavour House
IPSWICH
Or email: to be added