Rate relief for village shops and rural businesses
Information and guidance notes

We may be able to reduce the amount of business rates you have to pay if you are trading in a rural settlement.

A rural settlement is defined as having a population of 3,000 or less. In Kirklees, these areas are:

<table>
<thead>
<tr>
<th>Colne Valley</th>
<th>Bolster Moor</th>
<th>Scapegoat Hill</th>
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<tbody>
<tr>
<td>Denby Dale</td>
<td>Birdsedge</td>
<td>Emley</td>
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<td></td>
<td>Clayton West</td>
<td>High Flatts</td>
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<td></td>
<td>Denby Dale</td>
<td>Lower Cumberworth</td>
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<td></td>
<td>Scissett</td>
<td>Upper Cumberworth</td>
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<td></td>
<td>Upper Denby</td>
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<td>Holme Valley</td>
<td>Brockholes</td>
<td>Holme</td>
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<td></td>
<td>Burnlee</td>
<td>Holmfirth</td>
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<td></td>
<td>Cartworth</td>
<td>Jackson Bridge</td>
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<td></td>
<td>Fulstone</td>
<td>Netherthong</td>
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<td></td>
<td>Hade Edge</td>
<td>New Mill</td>
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<td></td>
<td>Hepworth</td>
<td>Oldfield</td>
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<td></td>
<td>Holmbridge</td>
<td>Scholes</td>
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<td>Thongsbridge</td>
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<td></td>
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<td>Totties</td>
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<td>Underbank</td>
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<td>Upperthong</td>
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<td></td>
<td></td>
<td>Wilshaw</td>
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<td></td>
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<td>Wooldale</td>
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<tr>
<td>Kirkburton</td>
<td>Farnley Tyas</td>
<td>Kirkburton</td>
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<td></td>
<td>Fenay Bridge</td>
<td>Lascelles Hall</td>
</tr>
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<td></td>
<td>Flockton</td>
<td>Shepley</td>
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<tr>
<td></td>
<td>Grange Moor</td>
<td>Stocksmoor</td>
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<td></td>
<td></td>
<td>Thunderbridge</td>
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<td>Thurstonland</td>
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<td></td>
<td></td>
<td>Upper Heaton</td>
</tr>
<tr>
<td>Meltham</td>
<td>Blackmoorfoot</td>
<td>Crosland Edge</td>
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<td>Helme</td>
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</tbody>
</table>

The following villages are also classed as rural:

- Briestfield
- Castle Hill
- Crosland Hill
- Drub
- East Bierley
- Hartshead
- Hall Bower
- South Crosland
- Upper Hopton
- Upperthong
- Wilshaw
- Wooldale
- Thunderbridge
- Thurstonland
- Upper Heaton

This is in accordance with schedule 1 of the Local Government and Rating Act 1997.
There are two types of rate relief, mandatory and discretionary.

**Mandatory rate relief**

We can reduce your bill by 100% if your property:
- is in one of the areas listed over the page,
- is mainly used as a general store, post office, public house or petrol filling station,
- is the only general store, post office, public house or petrol filling station in the immediate area, and,
- has a rateable value of less than £8,500 if your business is a general store or post office, or less than £12,500 it’s a public house or petrol filling station.

You must apply for this reduction on the mandatory rate relief form attached.

**Discretionary rate relief**

You can apply for up to 100% discretionary rate relief if you don’t qualify for mandatory rate relief.

To receive this relief your business must have a rateable value of less than £16,500 and provide a service that meets the **basic, essential daily needs** of the community. For example, general stores, post offices, doctors, dentists, newsagents and shops selling specific items of food, like butchers and bakers. Hot food takeaways do not qualify.

When we receive your claim we will take into consideration:
- the number of your employees who live in Kirklees,
- your business profit or loss,
- the location of the nearest business that provides a similar service,
- what additional services you provide to the community,
- your business opening hours.

You must apply for this reduction on the discretionary rate relief form attached. You will be asked to supply supporting evidence with your claim, including a copy of your latest set of audited accounts.
# Claim for 100% mandatory rural rate relief

<table>
<thead>
<tr>
<th>Name and address of organisation</th>
<th>Daytime telephone number</th>
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<tr>
<td>Email address</td>
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</tbody>
</table>

## Section 1 - Details of where you would like to claim relief for

### a) Property address (if different to above)


### b) Business rates account number


### c) Rateable value


**This information can be found on your business rates bill and must be less than £12,500 to qualify for a public house or petrol filling station, or £8,500 if a post office or general store.**

### d) Is the property a:

- [ ] general store
- [ ] public house
- [ ] post office
- [ ] petrol filling station

### e) Is the property the only general store, post office, public house or petrol filling station within the immediate area

- [ ] Yes
- [ ] No

### f) If the property is a general store, what type of goods do you sell?


## Section 2 - Declaration

The above information is true and accurate to the best of my knowledge.

Signed ___________________________ Date ________________

Print name ____________________________

Capacity in which signed ____________________________
**Application for discretionary rural rate relief**

Name and address of organisation
__________________________________________________________
__________________________________________________________
__________________________________________________________
__________________________________________________________
Post code ________________________

Daytime telephone number
__________________________________________________________

Email address
__________________________________________________________

Section 1 – **Details of the property for which relief is claimed**

a) Name of occupier ____________________________________________

b) Property address ____________________________________________

c) Business rates account number ________________________________

d) What is the rateable value? £ _________________________________

This information can be found on your business rates bill and must be less than £16,500 to qualify

Section 2 – **Type of business**

<table>
<thead>
<tr>
<th></th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>a) Is the property a school, library, police, fire or ambulance station?</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Go to section 4 Continue

b) What type of business is run from the premises? ________________________________

_____________________________________________________________________

c) How does your business provide an essential service to the community?

_____________________________________________________________________

_____________________________________________________________________
Section 3 – Additional Information

a) Please give details of the number of Kirklees residents you employ
   ______________________________________

b) What is the net profit of the business?  £________________________

   Please provide a copy of your most recent trading accounts.
   If you do not provide this, your application will be deemed void

c) Where is the nearest business that provides a similar service?
   ______________________________________

d) What additional services do you provide for the community?
   For example home deliveries, use of premises for meetings, concessions for the young or elderly.
   ______________________________________

e) What are your current opening hours? ______________________________________

Section 4 – Declaration

The above information is true and accurate to the best of my knowledge.

Signature  ___________________________  Date  _______________

Print name  ______________________________________

Capacity in which signed  ______________________________________