



Enterprise Zones Discretionary Business Rates Relief Application Form

Please complete this form if you wish to apply for Enterprise Zone Discretionary Business Rates Relief at Haverhill Research Park, Haverhill or Suffolk Park, Bury St Edmunds.

Enterprise Zones potentially offer a business rates relief of up to approximately £55,000 per year for any business which locates in the Enterprise Zone before 1st April 2021. The relief may be awarded for up to five years and is subject to State Aid. (Maximum relief available is £275,000). Applications must be submitted annually as the relief isn't automatically renewable. The Council will, therefore, write to successful applicants annually for the duration of the 5 year relief period to confirm eligibility.

West Suffolk Council will consider an application for Enterprise Zone business rate relief in accordance with the West Suffolk Council Enterprise Zone business rate process. The decision will be at the sole discretion of West Suffolk Council, will be final and from which there is no right of appeal

If you have any questions about completing this form please contact the Economic Development Team at West Suffolk Council on 01284 757114 or email economic.development@westsuffolk.gov.uk.

Further information is also available at www.westsuffolk.gov.uk/landandpremises.

Business Rates Reference Number

Business Rates Property Address

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? *(tick one)*

Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
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If you are the owner:

Is the property currently vacant? *(tick one)*

Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
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Do you intend to sublet the property to businesses in eligible employment sectors?
(tick one)

Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
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Have you moved in to the property? *(tick one)*

Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
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If yes, when did you move in?

dd/mm/yyyy

If no, when will you take responsibility for the property

dd/mm/yyyy

When will you move in?

dd/mm/yyyy

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**?
(tick one)

Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
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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**?
(tick one)

Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
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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)

Expected growth in employees (FTE)

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

Full Name

Address (including postcode)

3 Sector Test

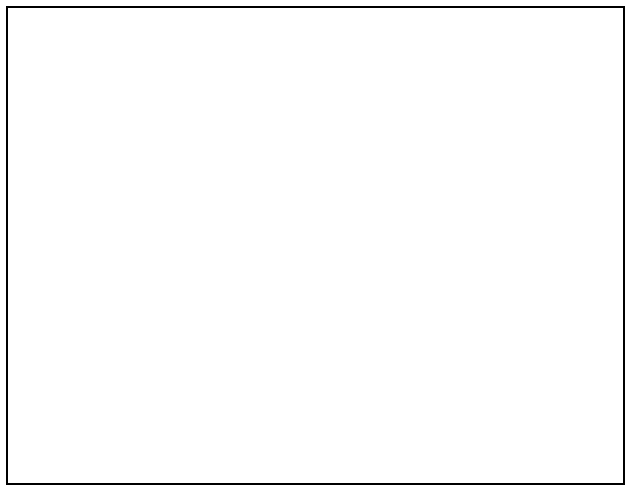
In order to be considered for the Enterprise Zone Business Rates Relief the primary focus of the business located within a West Suffolk Council Enterprise Zone should accord with the individual Park Vision and be within the relevant target sectors for the Enterprise Zone, or fall within the “other acceptable uses”, as outlined below.

Please note (a) not all sectors are eligible for relief in both enterprise zones and (b) whilst the business rates relief will primarily be targeted towards those sectors the Enterprise Zones are seeking to encourage, applications are subject to planning consent. Haverhill Research Park has outline consent for B1 uses, Suffolk Park has outline consent for B1 & B8 uses.

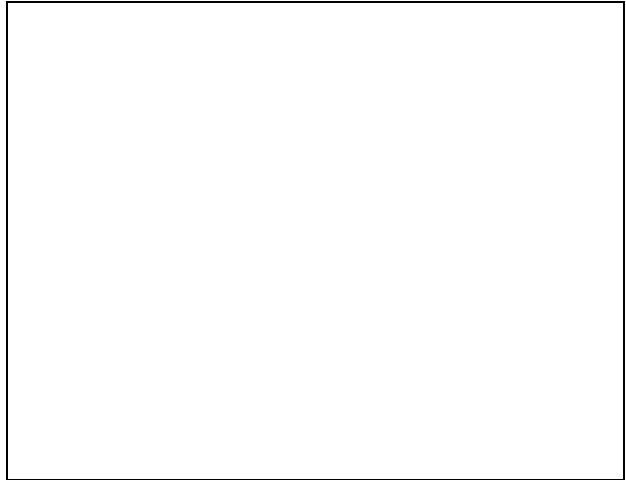
Please indicate which target sector(s) and other acceptable uses your business falls within, tick all that apply

Target Sectors: Haverhill Research Park, Haverhill – Outline consent for B1 uses	
The Cambridge Compass Enterprise Zone will be occupied by those businesses in the following sectors.	
Life Sciences	
Agri-tech	
ICT and Digital	
Advanced Manufacturing & Engineering	
Target Sectors: Suffolk Park, Bury St Edmunds – Outline consent for B1/B8 uses	
The Space to Innovate Enterprise Zone will be occupied those businesses in the following sectors.	
Agri-Tech, Food & Health	
ICT and Digital and Creative Sectors	
Development of the Green Economy	
Other acceptable uses that may be considered:	
Companies providing products or services in the direct Supply Chain of companies within the Enterprise Zone target sectors	
Companies whose primary focus is to provide service sector support activities to businesses within the Enterprise Zone target sectors. This can include financial, insurance, legal, accountancy and management and consultancy activities	
Education, training, research and development facilities where the primary purpose is to support learning, innovation, knowledge transfer and growth across the Enterprise Zone target sectors	
Existing West Suffolk companies who are growing and require additional space.	
Other businesses may qualify for Business Rates Relief, this will be at the discretion of the Collection Authority.	

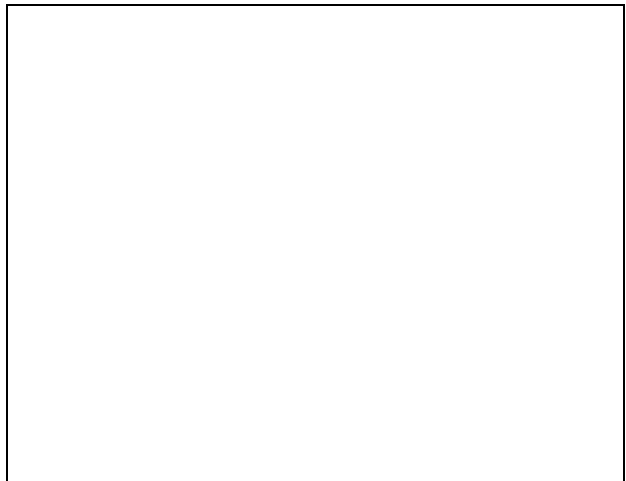
Please **describe the nature of your business** located at the premises and how the business fits into the target sectors indicated above.



If you have indicated that your business falls within the “other acceptable uses”, please describe your business and explain how your business supports or plans to support the target sectors.



Please provide any relevant **supporting evidence** that demonstrates how the business meets the ‘other acceptable uses’ criteria.



In order to qualify for the Business Rates Relief the primary focus (at least 50% of business activity) of the part of the business located within an Enterprise Zone in West Suffolk should be within the target sectors or delivering “other acceptable uses”.

If a business is entitled to small business rates relief or any other form of exemption or relief, the rates relief due from occupation on Haverhill Research Park or Suffolk Park will be granted once these other reliefs have been applied.

Occupying businesses that qualify will receive up to 100% relief (as per page 1 of this document) for the relevant period, for up to a maximum of 5 years (this is reviewed annually), provided rateable occupation starts by 31 March 2021.

Enterprise Zones (EZs) ought to deliver genuine new growth, therefore it is a Government requirement that EZs do not encourage displacement, consequently if your business relocation is deemed to be a displacement then you may not be eligible for Discretionary Business Rates Relief.

4 Relocating

Is your business relocating from an existing business premises within West Suffolk? *(tick one)*

Yes		No	
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If yes, please provide the **address** that you are **relocating from** (including post code)

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Is your business relocating from another premises outside of West Suffolk? *(tick one)*

Yes		No	
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If yes, please provide the **address** that you are **relocating from** (including post code)

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5 State Aid De Minimis Declaration (Financial assistance from a public body)

Enterprise Zone Business Rate Relief is a form of state aid. Relief from rates is considered to be State Aid & when your specific business rates discount is assessed, any previous State Aid (for a three year period) will need to be taken into account as a business is only allowed to receive €200,000 (Approximately £160,000) aid over any period of three fiscal years.

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? *(tick one)*

Yes		No	
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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” as defined at 2.1 of the Community Guidelines and State Aid for Rescuing and Restructuring Firms in Difficulty (2004/C22/02).

Is the business applying for Enterprise Zone Business Rate Relief in financial difficulty?
(tick one)

Yes		No	
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6 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. Managers' signature is unacceptable.

- 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 West Suffolk 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

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

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

Please return this completed form to:

Economic Development Team

West Suffolk Council

West Suffolk House

Western Way

Bury St Edmunds

Suffolk

IP33 3YU

Or email to: **economic.development@westsuffolk.gov.uk**