Great Yarmouth Town Centre Business Rates Relief Scheme

APPLICATION FORM

Great Yarmouth Borough Council has created a scheme to promote and incentivise the occupation of empty premises in the location of Great Yarmouth Town Centre

This document is the Application Form and is the first stage of applying for Business Rates Relief. If you would like to apply for relief under this scheme, please complete this document and return it to Great Yarmouth Borough Council. (Details on how to return the form can be found at the end of this document).

On completion and return of the form supplementary information may be requested by the Council

Please ensure you have read the ‘Overview and Guidance for Applicants’ prior to completing this Application Form.

(It is advisable to complete this form on a computer as the boxes will expand to fit the text being entered)

<table>
<thead>
<tr>
<th>PART 1: THE PROPERTY AND YOU</th>
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</thead>
<tbody>
<tr>
<td>Are you: leaseholder / owner / agent (circle one) of the property</td>
</tr>
<tr>
<td>Applicant name:</td>
</tr>
<tr>
<td>Address of property the Relief will relate to:</td>
</tr>
<tr>
<td>Postcode:</td>
</tr>
<tr>
<td>Telephone Landline:</td>
</tr>
<tr>
<td>Mobile:</td>
</tr>
<tr>
<td>Email:</td>
</tr>
<tr>
<td>Type of business premises/ Valuation Office Categorisation Code of the Business (i.e. shop and premises, Office and premises etc):</td>
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If you are a leaseholder how much longer does your lease run for?

Business website/social media page addresses:

<table>
<thead>
<tr>
<th>Property Owner Details (if different from above)</th>
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</thead>
<tbody>
<tr>
<td>Property Owners Name:</td>
</tr>
<tr>
<td>Property Owners Address:</td>
</tr>
<tr>
<td>Property Owners Telephone Numbers:</td>
</tr>
<tr>
<td>Landline:</td>
</tr>
<tr>
<td>Mobile:</td>
</tr>
<tr>
<td>Property Owners Email Address:</td>
</tr>
</tbody>
</table>

**In general terms what changes are you planning to make to the property, so that it can be occupied by a business** Please describe the development you will carry out, giving details of the nature of the development. *(use separate sheet if required)*

Detail as much information as possible of the changes you are proposing and include details such as:

- Will there be a change of business use (offices to shop etc) and what type of business is it envisaged will trade from there?
- If there is more than one floor within the property, please explain the changes/development planned for each of these floors?
- The period of time it would take to complete the development of the property and for occupation of the premises?
- Details of the time periods and phases of development that will take place on the property
- What is the anticipated start date of the development if business rates relief is granted

(It's far better to give us too much information than not enough)
### Does the work you are proposing require planning permission?  
**YES**  **NO**  
(If you are unsure, please consult the planning department at the council)

If yes, what is your planning application number:

### Is the property where the proposed work is planned within a conservation area or a listed building?  
**YES**  **NO**

Please provide a photograph the property.

Please attach a plan or drawings showing the detail all aspects of the development and how it will look when finished.

### What is the estimated total cost of the development work  
£

Please provide here or attach on a separate page(s):

1) Details of why the business rates relief is required for the proposed development and the difference the award of this relief will make to your proposal.

2) Of how the rate relief will help you to make the property more attractive for businesses to occupy it

3) Details of any other funding streams that you have explored and the results of these or the current position of them

4) The Financial information of your company applying for this relief including profit and loss and final accounts
Please use the following space if you wish to provide us with further information in connection with your application.

### Declaration

The information given in this form and all supplementary details are true and accurate to the best of my knowledge and no information has been deliberately withheld.

I understand that any misleading statements whether intentional or accidental, given at any stage during the application process, or any material information knowingly withheld, could render my application invalid and may require repayment of any relief.

I have read and understood the criteria for this relief

I will notify Great Yarmouth Borough Council in writing of any changes in the details of this application and in particular the award of any further funding from other sources.

I confirm that I am either the owner of the building or a leaseholder with leasehold permission to make physical changes to the building and understand that it is my responsibility to seek permission from the property owner and from the planning department should planning be required.
The Process

1. Your completed Town Centre Rate Relief application is submitted to Great Yarmouth Borough Council (Addresses at the end of the form)
2. Applicants will then be informed within 28 days of receipt by Great Yarmouth Borough Council that their application has been considered and approved or rejected
3. If approved the relief will be awarded from the date of application
4. The Council will agree periods whereby updates will be expected on the progress of the development

The Appraisal

Please note that the Town Centre Rate Relief Application will be appraised by the Director of Finance and the Development Director. The appraisal will be based on a number of criteria including: Timeframe, Alignment to the Great Yarmouth Town Centre Master Plan, the priorities and actions contained within the plan and other related corporate priorities to determine whether any relief is in the best interests of tax payers the Council.

Please return your completed form and return it to Great Yarmouth Borough Council in one of the following ways:

Please return the application in an envelope marked:

Revenues Manager
Town Hall
Hall Plain
Great Yarmouth
Norfolk
NR30 2QE

2. email your completed digital form to nndr@great-yarmouth.gov.uk

For further information or assistance: Email: nndr@great-yarmouth.gov.uk

DISCLAIMER

- The Town Centre Business Rate Relief Scheme is reviewed on an annual basis
- The decision of the Director of Finance and Development Director is final