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**Hardship Relief – Business Still Open**

Complete this form if you wish to claim Hardship Relief from your Business Rates and you are **still trading.**

Please return this form, with the documents listed below, to Business Rates – Local Taxation, Exeter City Council, Civic Centre, Paris Street, Exeter, EX1 1JD or scan and email to [business.rates@exeter.gov.uk](mailto:business.rates@exeter.gov.uk)

|  |  |
| --- | --- |
| Name |  |
| Property address |  |
| Telephone number |  |
| Email |  |
| Account reference number |  |
| Do you own the property | Yes □ No □ |
| If **Yes**, is the property for sale? | Yes □ No □ |
| If **No**, do you intend to sell it? | Yes □ No □ |
| Is the property leased? | Yes □ No □ |
| If **Yes,** how long is remaining on the lease? |  |
| How many full-time staff do you employ? |  |
| How many part-time staff do you employ? |  |
| What has been the cause of your hardship? |  |

|  |  |
| --- | --- |
| How long do you estimate this hardship will last? |  |
| What measures are you taking to improve your situation? |  |
| Please add any other information that you would like to be taken into consideration when assessing your case. |  |

|  |  |
| --- | --- |
| I confirm that the information given above is, to the best of my knowledge, correct and true. | |
| Name |  |
| Signature |  |
| Date |  |

|  |
| --- |
| **Important**  You **must** include with your application:   * Your current and previous two years’ audited accounts * Your last three months’ bank statements * Details of your income and expenditure over the last three months if not covered in your audited accounts   Failure to include these will delay your application. |