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|  |  | Issued By: | Miss Emma Roze |
|  |  |  | Business Rates Manager |
|  |  | Tel: | 020 8315 2050 |
|  |  | Email: |  |
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Dear Sir/Madam,

**Business Rates Public House Relief**

I am writing to advise you that the Government announced in a recent Statement that it wishes local authorities to grant Business Rates (NNDR) relief for public houses under S47 of the Local Government Finance Act 1988. The relief amount will be £5,000 off the business rates to eligible occupied pubs with a rateable value of less than £100,000. The relief will apply for one year from 1st April 2020 to 31st March 2021.

The award of the relief is classed as State Aid and the City Council must therefore comply with European Commission State Aid legislation. The application form requires your organisation’s confirmation that the granting of Retail relief will not result in your organisation exceeding the State Aid threshold of €200,000 over the last 3 years (De Minimus Regulations EC 1407/2013).

Further information on State Aid law can be found at <https://www.gov.uk/state-aid>.

If you feel you may be entitled to this Retail relief, please complete the attached application form and return to: Westminster City Council, Business Rates, P.O. Box 187, Erith, DA8 9EY or by email to [Westminster.nndr@secure.capita.co.uk](mailto:Westminster.nndr@secure.capita.co.uk).

Yours faithfully,

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Business Rates Manager

**Business Rates Public House Relief – Qualifying Criteria 2020/2021**

**Section 1**

Occupied properties who may be eligible for Public House Relief within the financial year 2020/2021 must have a rateable value under £100,000 and:

* Be open to the general public
* Allow free entry other than when occasional entertainment is provided
* Allow drinking without requiring food to be consumed
* Permit drinks to be purchased at a bar

**Section 2**

Please note that the following types of uses are not eligible for Public House Relief;

* Restaurants
* Cafes
* Nightclubs
* Hotels
* Snack bars
* Guesthouses
* Boarding houses
* Sporting venues
* Music venues
* Festival sites
* Theatres
* Museums
* Exhibition halls
* Cinemas
* Concert halls
* Casinos

*Please note the above list is not exhaustive and it will be for the City Council to determine those cases where eligibility is unclear.*



**Application for Public House Relief 2020/21**

1. **Account Details for which relief is being claimed**

Account Reference

Account Name

1. **Property for which relief is being claimed**

*Property Address*

**Declaration**

I confirm that:

1. The above property is wholly or mainly used as a public house.
2. I believe that the property qualifies as it meets **all** the qualifying criteria listed below:

* Be open to the general public
* Allow free entry other than when occasional entertainment is provided
* Allow drinking without requiring food to be consumed
* Permit drinks to be purchased at a bar

**YES / NO /NOT SURE\***

Please delete as appropriate

Note: If you answered, “not sure”, the City Council will arrange a visit to your property to clarify the position.

1. The granting of Retail relief will not result in our organisation exceeding the State Aid threshold of €200,000 during the last 3 years (De Minimus Regulations EC) 1407/2013)

Should your circumstances change in the future so that your organisation no longer meets the qualifying criteria, you must notify us immediately so that the relief can be removed from the date the change occurred.

By signing the form, you agree that, to the best of your knowledge, the information contained on the form is complete and is not false. Wilfully making a false statement on the application form is an offence and may result in us taking action legal against you.

Name

Signature

Position in Organisation

Telephone

Email

Date

**Note:** Under the European Commission rules, you must retain this application form for three years and produce it on any request by the UK public authorities or the European Commission (you may need to keep this letter longer than three years for other purposes). Furthermore, information on State Aid must be supplied to any other public authority or agency asking for information on ‘De Minimus’ aid for the next three years.

As the UK has now left the EU effective from 31st January 2020, the Withdrawal Agreement negotiated by the Government and the EU provides that during an implementation period, State Aid rules will continue to apply as now and will be subject to control by the EU Commission as at present.

**Please send the completed and signed application form to: Westminster City Council, Business Rates, P.O. Box 187, Erith, DA8 9EY or by email to Westminster.nndr@secure.capita.co.uk, quoting your account number.**

If we have a legitimate reason to do so, we may share information we collect for the administration of business rates within the City Council and to some organisations acting on our behalf. In particular, we may check the information you provide, or someone else provides about you, with other information we hold. We may also use this information or supply it to third parties including government departments and other local authorities, to prevent or detect crime or to protect the public funds in other lawful ways. Before we share any information we will rigorously check that sharing it is fair and justified. If you would like more information, please write to Data Protection, Contracts Performance Team, 16th Floor, City Hall, 64 Victoria Street, London, SW1E 6QP