**City of Westminster**

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| **APPLICATION FOR HARDSHIP RATE RELIEF** |

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| Please send your completed form, together with a copy of your full accounts for the last 3 years to:  [westminster.nndr@secure.capita.co.uk](mailto:westminster.nndr@secure.capita.co.uk)  or by post to Westminster NNDR, PO Box 187, Erith, DA8 9EY Please use black ink to complete the form |

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| 1. Name of ratepayer: | | | |
| 2. Name of correspondent:  Position in organisation: | | | |
| 3. Property address to which application for relief relates:  (Please include rate account reference number if known) | | | |
| Telephone: |  | Email: |  |
| 4. Address for correspondence (if different from 3): | | | |
| Telephone: |  | Email: |  |
|  | | | |
| 5. Please describe the type of business trading at this address. | | | |
| 6. How long has the business been established in Westminster? | | | |
| 7. Has the business ever traded from another address? | | | |

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| 8. Please state how the business benefits Westminster residents and the local community. The attached Westminster Employment Service form may assist you. | |
| 1. 9. Please state why the business rates in particular are causing hardship, including a brief history of the business, how many employees etc (continue on a separate sheet if necessary): 2. Please state the amount (%) of relief and the period you are applying for: |
| 1. **Please attach full accounts of the business for the past 3 years.** |



**Supporting opportunity for local residents - the Westminster Employment Service**

1. **About**

Westminster Employment Service is a free to use recruitment service for Westminster businesses and residents. The service is managed by Westminster City Council and supported by local agencies. **Our objective is to support residents into work and work experience opportunities generated by employers.**

With our support, we have worked with local employers to fill over 1,000 vacancies since 2012, ensuring that residents benefit from opportunities on their doorstep.

1. **Our Offer**

We offer the following services to help your business:

* **Free local recruitment offer –** delivered through our Recruit London Programme
* **Make a difference in your community** – by providing people with work experience, job tasters and employer led workshops for job seekers.
* **Apprenticeships –** we can guide you to services that can help you recruit and train apprentices

For further information please go to [www.westminster.gov.uk/employment](http://www.westminster.gov.uk/employment) and at [wesemployer@westminster.gov.uk](mailto:wesemployer@westminster.gov.uk)

1. **Let’s Work Together**

Here are three things which we can do together

1. Help train and place residents into your vacancies through our Recruit London
2. Offer a work placement, job taster or workshop
3. Hire Apprentices with advice from our team.
4. **Are you able to provide a commitment to support our objective?**

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|  | **Yes/ No** | **Your comments / notes including an indication of how many and timescales** |
| **We will use Recruit London to promote future vacancies** |  |  |
| **We will offer work placement(s), job taster(s) or workshop(s) to help local job seekers** |  |  |
| **We will hire local apprentice(s)** |  |  |

If you are able to provide a commitment of support, we would be grateful if you could return this form together with your Hardship Relief application form.