Dear Sir/Madam,

**Business Rates Retail Relief**

I am writing to advise you that the Government announced in the Autumn Statement that it wishes local authorities to grant Business Rates (NNDR) relief of 1/3 of their business rates to all occupied retail properties with a rateable value under £51,000 that are wholly or mainly being used as shops, restaurants, cafes and drinking establishments. The relief will apply for the 2019/20 and 2020/21 financial years.

The City Council’s records indicate that you may qualify for this relief and I therefore enclose the relevant qualifying criteria and an application form.

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](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

Yours faithfully,

Business Rates Manager

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**Address for correspondence & payments:** Westminster City Council, Business Rates, PO Box 187, Erith, DA8 9EY

24-hour automated payment line. Please call 0203 77 22 602 and select option 2.
Business Rates Retail Relief – Qualifying Criteria

Section 1
Occupied properties will qualify for Retail relief if they have a rateable value under £51,000, and are wholly or mainly used for one or more of the following purposes:

- Shops (such as: florists, bakers, butchers, grocers, greengrocers, jewellers, stationers, off licences, chemists, newsagents, hardware stores, supermarkets etc).
- Charity shops
- Opticians
- Post offices
- Furnishing shops/ display rooms (such as: carpet shops, double glazing, garage doors)
- Car/ caravan show rooms
- Second hand car lots
- Markets
- Petrol stations
- Garden centres
- Art galleries (where art is for sale/hire)
- Hair and beauty services (such as hairdressers, nail bars, beauty salons, tanning shops etc)
- Shoe repairs/ key cutting
- Travel agents
- Ticket offices e.g. for theatre
- Dry cleaners
- Launderettes
- PC/ TV/ domestic appliance repair
- Funeral directors
- Photo processing
- Tool hire
- Car hire
- Restaurants
- Takeaways
- Sandwich shops
- Coffee shops
- Pubs
- Bars

Section 2
Please note that the following types of uses are not eligible for Retail relief;

i) Properties that are being used for the provision of the following services to visiting members of the public:

- Financial services (e.g. banks, building societies, cash points, bureaux de change, payday lenders, betting shops, pawn brokers)
- Other services (e.g. estate agents, letting agents, employment agencies)
- Medical services (e.g. vets, dentists, doctors, osteopaths, chiropractors)
- Professional Services (e.g. solicitors, accountants, insurance agents/financial advisers, tutors)
- Post office sorting offices
- Cinemas / theatres
- Museums
- Properties used for sport or physical recreation(e.g. gyms)

ii) Properties that are not reasonably accessible to visiting members of the public.

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Application for Business Rates Retail Relief 2019/20 & 2020/21

1. Account Details for which relief is being claimed

Account Reference

Account Name

2. Property for which relief is being claimed

Property Address

Declaration

I confirm that:

1. The above property is wholly or mainly used for the following purpose(s):

2. I believe that the occupation qualifies under one or more of the categories of use listed in Section 1 of the qualifying criteria.

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.

3. 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 Retail relief can be removed from the date the change occurred.

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SAVE TIME GO ONLINE
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.