



ADUR & WORTHING
COUNCILS

Revenues & Benefits

Adur & Worthing Councils
Portland House
44 Richmond Road
Worthing
West Sussex, BN11 1HS
www.adur-worthing.gov.uk

Dear Sir/Madam

Business Rates – Expanded Retail Relief 2020/21

In the Autumn Budget on 29 October 2018 the Government announced that eligible retailers with a Rateable Value below £51,000 will receive a one-third discount off their Business Rates bills for 2019/20 and 2020/21.

To be awarded this relief in respect of 2019/20 properties must have been occupied and being used wholly or mainly as shops, restaurants, cafes or drinking establishments for the sale of goods to visiting members of the public. Consequently, occupied properties that are not being used wholly or mainly for these purposes by visiting members of the public do not qualify for relief. The reduction must be applied after all other mandatory reliefs have been granted.

The Government has subsequently introduced legislation with effect from 1 April 2020 to increase the reduction from one-third to 100% off Business Rates, and extended it to include

- Properties that are wholly or mainly used for assembly or leisure purposes by visiting members of the public
- Cinemas and music venues
- Hotels, guest & boarding premises and self-catering accommodation

We have attempted to identify Business Rates accounts that should be awarded this relief throughout Adur and Worthing, and have issued revised bills for 2020/21 for those properties that we believe should qualify for assistance.

However, if an award has not been made on your account and you believe that you qualify for Expanded Retail Relief please complete and return the declaration enclosed with this letter together with evidence (e.g. photographs or a video of both the inside and outside of the premises) to confirm that the property is wholly or mainly used by visiting members of the public.

If we are able to award Expanded Retail Relief in respect of 2020/21 we will also consider backdating the award but please be aware that prior to 1 April 2020 relief cannot be awarded if your property has a Rateable Value is £51,000 or more.

Yours faithfully

Paul Tonking
Head of Revenues & Benefits

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Business Rates – Expanded Retail Relief Application

Account Number:

Account Name:

Address of the property:

Type of property:

Contact phone number:

Contact email address:

Business website:

Use of the property and services provided:

Please explain why members of the public visit the property:

Please explain how often members of the public visit the property:

I confirm that I am authorised to sign on behalf of the ratepayer

Signature:

Name (block capitals):

Position:

Date: