

Hardship Relief Application

Use this form to apply for Hardship Relief. You will need to print the form and then send it with relevant enclosures to the address at the bottom of the page.

1. Name of Business	
2. Your Account Reference No.	
3. Payer Account No. <i>(if known)</i>	
4. Address of premises on which relief is being applied.	
5. What is the nature of the business?	
6. Is the business part of either a group or a chain?	
7. (i) How long has the business been trading at this address? (ii) Please also enclose your latest Profit & Loss account.	
8. Do you have three years audited accounts available? Please enclose the latest year.	
9. Please explain in a covering letter the reasons why your organisation should be considered for Discretionary Hardship rate relief.	

I declare that the information I have given on this form is complete and accurate to the best of my knowledge. I understand that the Council may check the information given.

Signature:	Date:
Contact name: <i>(Please PRINT)</i>	Telephone number:
Mobile number:	Fax:
Email:	

When you have completed this form, please return it to:
Business Rates Section, Local Taxation Unit
Reigate & Banstead Borough Council
Town Hall, Castlefield Road, Reigate, Surrey RH2 0SH.
Tel: 01737 276532/276991 Fax: 01737 276260
Email: business.rates@reigate-banstead.gov.uk