

Harlow Enterprise Zone Business Rates Relief Application Form

Please complete this form if you wish to apply for Harlow Enterprise Zone Business Rates Relief. Please ensure that you have read the Harlow Enterprise Zone Business Rates Relief Policy first to check that you qualify for this Business Rates relief.

If you have any questions about completing this form please contact the Regeneration Team at Harlow Council on 01279 446450 or email ez@harlow.gov.uk.

Business Rates Reference Number
 (if known)

Business Rates Property Address
 that you are applying for Harlow
 Enterprise Zone Business Rates
 Relief for (including postcode)

Company Name

Contact Name

Address for Correspondence
 (if different to the property address
 above)

Contact Telephone Number

Contact Email Address

1. About the Property

Do you **own** the above property? Yes No

Have you **moved in** to the property? Yes No

If yes, **when** did you move in?

If no, when will you take responsibility
 for the property?

When will you move in?

If you are a tenant please give your
Landlord's name and address

2. About your Business / Company

Name and address of your company
Head Office

Is the company a **limited company**? Yes No

If yes, please provide your **Company Registration number**

If your organisation is **part of a group or a holding company**, please provide details of the group's structure (if necessary, use a separate sheet of paper)

What is your **company's SIC code** (as stated on your Companies House return?)

Is your company a **Registered Charity**? Yes No

If yes, please provide your **Charity Registration number**

Date registered as a Charity

If your business is not a registered company / charity what is your **trading status** (e.g. sole trader, self-employed)?

Total number of employees

Please provide **names and home addresses of the traders or the directors** of the company.

Full Name	Address (including postcode)

3. Sector Test

In order to qualify for the Business Rates Relief the primary focus of the part of the business located within the Harlow Enterprise Zone should be within the target sectors or fall within the “other acceptable uses” as outlined within the Harlow Enterprise Zone Business Rates Relief policy.

Please indicate which target sector(s) and in addition which other acceptable uses your business falls within, tick all that apply. (Please refer to the Harlow Enterprise Zone Business Rates Relief policy for further details regarding the definitions of the target sectors.)

Target Sectors

- Advanced Manufacturing
- Information and Communication Technologies (ICT)
- Life Sciences, including Medical Technologies

Other acceptable uses

- Modern logistics and transportation companies that are directly supplying companies within the Enterprise Zone target sectors
- Companies providing products or services in the direct Supply Chain of companies within the Enterprise Zone target sectors
- Companies whose primary focus is to provide service sector support activities to businesses within the Enterprise Zone target sectors. This can include financial, insurance, legal, accountancy and management and consultancy activities
- Education, training, research and development facilities where the primary purpose is to support learning, innovation, knowledge transfer and growth across the Enterprise Zone target sectors

In order to qualify for the Business Rates Relief the primary focus (at least 50% of turnover) of the part of the business located within the Harlow Enterprise Zone should be within the target sectors or delivering “other acceptable uses”.

Please **describe the nature of your business** located at the premises and how the business fits into the target sectors indicated above.

If you have indicated that your business falls within the “other acceptable uses”, please describe your business and explain how your business supports or plans to support the target sectors.

Continued:

Please provide any relevant **supporting evidence** that demonstrates how the business meets the above criteria.

List any evidence attached here.

4. Relocating from within West Essex?

Is your business relocating from an existing business premises within the West Essex area i.e. within the geographical area covered by the Councils of Harlow, Uttlesford and Epping Forest.

Yes No

If yes, please provide the **address** that you are **relocating from** (including post code)

5. Businesses already located in Harlow Enterprise Zone prior to 01/04/2013

Was your business located in the Harlow Enterprise Zone prior to 1st April 2013?

Yes No

If yes, and the property address is different to the above in Section 1, please provide the **address** that your business **previously occupied** (including post code)

If you have answered yes to either Section 4 or 5 you will need to satisfy the Growth Test in order to qualify for the Business Rates relief. Please complete the following information.

Growth Test

Businesses that are relocating from within West Essex need to demonstrate how they intend to grow over the next five years. Please indicate how your company intends to grow over the next 5 years (complete all as applicable)

- 20% increase in employment over the next 5 years
- 20% increase in turnover over the next 5 years
- 20% increase in profit over the next 5 years
- Combined 20% increase from all / mixture of the above
- How many people are, or will be employed in the property (full time equivalent):
- Current number of people employed
- Expected number of employees in 1 year time
- Expected number of employees in 2 years time
- Expected number of employees in 3 years time
- Expected number of employees in 4 years time

Please provide evidence of your Business Plan(s) to achieve the above. If any separate documents / evidence are provided, please list these below

State Aid Minimis Declaration (Financial assistance from a public body)

Enterprise Zone Business Rate Relief is a form of state aid. Please see the Harlow Enterprise Zone Business Rates Relief policy for further details.

Have you or any company within your business group, **received or expect to receive any State Aid** in the current financial year or in the previous 2 financial years? Yes No

If yes, please provide details below of the previous aid received under De Minimis Aid:

Organisation providing the assistance / aid	Value of assistance	Date of assistance	Nature of assistance

De Minimis Aid is not permitted to a “business in difficulty”. Is the business applying for Harlow Enterprise Zone Business Rate Relief in financial difficulty? Yes No

Declaration:

The ratepayer must complete the declaration below. Where, for example, the ratepayer is a company or partnership, it must be signed by a director of that company or one of the partners, and the person should state his or her position.

Managers' signature is unacceptable.

- I/we declare that the information given in this form is complete and accurate to the best of my / our knowledge and belief.
- I / we authorise Harlow Council to make any necessary enquiries to verify the information on this form, within the terms of the Data Protection Act 1988.
- I / we will declare any change that may affect entitlement is this relief will be notified to the Council.
- I / we confirm the hereditament to which the application relates is the only one occupied by me / us in England and Wales.
- I / we realise it is a criminal offence for a ratepayer to give false information when making an application for Business Rate Relief and may result in criminal prosecution.

Signature(s)	<input type="text"/>
Name(s)	<input type="text"/>
Position(s)	<input type="text"/>
Date	<input type="text"/>

How we use your information / Data Protection Disclaimer:

The Council uses your personal information in order to administer and enforce Business Rates under the Local Government Finance Act 1988. The authority has a duty to protect public funds it administers, and may use information you have provided on this form for the prevention and detection of fraud. It may also share this information with other bodies responsible for auditing or administering public funds for these purposes.

For further information, see www.harlow.gov.uk/data-matching on Harlow Council's website. The Council will also use the information for the purposes of performing any of its statutory enforcement duties and any disclosures required by law.

Please return this completed form to:

Regeneration Team
Harlow Council
Harlow Civic Centre
The Water Gardens
Harlow
Essex CM20 1WG

Or email to: ez@harlow.gov.uk