

DISCRETIONARY RATE RELIEF Change of Circumstances Form



Ref No:	Business Rate Account Number:	
<i>Office use only</i>		

1. Details of the Ratepayer Currently Receiving the Relief (BLOCK LETTERS please).

Name of Company:

Main contact for this application:
 Name:
 Address:

 Telephone:
 E-mail:
 Website:

2. Please give the full address of the property for which discretionary rate relief is currently awarded.

Post Code:

3. Please give details of the SECTOR of your company. If known, please state the Standard Industrial Classification code

4. Please complete the relevant section(s) below regarding the change of circumstances you are notifying us of:

**CHANGE IN USE. Please provide details of how the way in which property is used has changed, including a percentage split if used for different functions.
 EFFECTIVE DATE OF CHANGE:**

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CHANGE IN LIABILITY. Please provide details of any changes to the company name (note: the change in use section may also need to be completed if there are any changes in how the property is used).
EFFECTIVE DATE OF CHANGE:

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CHANGE IN RUNNING COSTS. Please provide details and of these and supporting accounts to confirm this change (if full accounts are not yet available please outline the changes in as much detail as possible and advise when accounts can be supplied).
EFFECTIVE DATE OF CHANGE:

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CHANGE IN UNALLOCATED RESERVES. Please provide details of these and supporting

**accounts to confirm this change (if full accounts are not yet available please outline the changes in a much detail as possible and advise when accounts can be supplied).
EFFECTIVE DATE OF CHANGE:**

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13. Declaration:

I declare:-

- That to the best of my knowledge and belief, the information given on this form and in any supporting material is correct (It is a criminal offence for a ratepayer to give false information when making an application for rate relief).
- That I am the ratepayer or authorised to sign on behalf of the ratepayer.

Signed (for Company):

Please print name:

Position within Company:

Dated:

Please sign and return completed form to:

Business Rates Team
Folkestone and Hythe District Council
Civic Centre
Castle Hill Avenue
Folkestone
Kent CT20 2QY

For further information please contact:-

(01303) 853555
Revenues.benefits@folkestone-hythe.gov.uk