

Business Rates

2021 Capped Expanded Retail Discount Application



Non-Domestic Rates
PO Box 1310
Sheffield
S1 1UY

Please return the completed form to business.rates@sheffield.gov.uk or by post to the address above.

1 About the property

Property Reference

Name (or company name if registered)

Address of the property for which you wish to claim relief (the Property)

What Type of business are you operating at the Property?

Cash Caps.

Please tick the box that applies to the circumstances relating to the Property:

On the 5th January 2021, under the government's response to the covid pandemic, the Property was required to be closed and I can therefore confirm that in respect of the Property the business is entitled to the closed cash cap of £2 million.

On the 5th January 2021, under the government's response to the covid pandemic, the Property was NOT required to be closed and I can therefore confirm that in respect of the Property the business is entitled to the £105,000 cash cap.

Entitlement to Expanded Discount Relief for the period 1 July 2021 to 31 March 2022.

Please tick the relevant box that applies to the Property:

With reference to the cash cap that I have confirmed above applies to the Property, I confirm that the business, in respect of the Property, is entitled to Expanded Retail Discount and that the business would like to claim the discount

I confirm that in respect of the Property that the business wishes to refuse Expanded Retail Discount and I understand that the business cannot later withdraw this refusal.

2 Declaration

Please sign the Declaration to indicate that you have read and understood this application.

I am the ratepayer, or I am authorised to sign on behalf of the ratepayer. The information I have provided is correct to the best of my knowledge and belief. I will inform the Business Rates section immediately if circumstances change that may affect my/our eligibility for the relief.

Signature	<input type="text"/>		
Full Name	<input type="text"/>	Date	<input type="text"/>
Telephone number	<input type="text"/>		
Email address	<input type="text"/>		

General Data Protection Regulation

How we will use your information

We use your personal data for the following reasons:

- to work out and collect business rates in accordance with the provisions of The Local Government Finance Act 1988, and subsequent Acts and Statutory Instruments
- collecting debts owed to us
- to resolve complaints made about the service
- for crime prevention or detection of fraud, including the use of data-matching initiatives designed to protect public funds

We collect and use this information to make sure we can undertake our public duties in the administration and collection of Business Rates (Art 6(1)(e) of the General Data Protection Regulation), and where we are under a legal obligation to do so (Art 6(1)(c) of the GDPR).

Who we will share your information with

Your personal data is shared securely with the following organisations where it is both necessary and appropriate to do so:

- representatives of the person or company whose personal data we are processing;
- other Council departments;
- debt collection and tracing agencies;
- local and central government;
- ombudsman and regulatory authorities;
- courts and tribunals;
- police forces;
- data processors;
- regulatory bodies;
- customs and excise;
- law enforcement and prosecuting authorities

What are your rights

You have rights under Data Protection law. For further details about your rights, the contact details of our Data Protection Officer and your right to make a complaint please see our Data Protection web page:

<https://www.sheffield.gov.uk/privacy>