

Hertfordshire Enviro-Tech Enterprise Zone Business Rates Relief Application Form

Please complete this form if you wish to apply for Hertfordshire Enviro-tech Enterprise Zone Business Rates Relief.

Please ensure that you have read the Hertfordshire Enviro-tech 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: Cherie Norris at the Hertfordshire Local Enterprise Partnership.

Business Rates Reference Number (if known)	
Business Rates Property Address that you are applying for 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 <input type="checkbox"/> No <input type="checkbox"/>
Have you moved in to the property?	Yes <input type="checkbox"/> No <input type="checkbox"/>
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 and email**

2. About your Business / Company

Name and address of your company Head Office	
If appropriate, please provide your Company Registration number	
If your business is not a registered company / charity what is your trading status (e.g. sole trader, self-employed)?	
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)	
Is your company a Registered Charity ?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, please provide your Charity Registration number	
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

Any business locating within the Enterprise Zone will be eligible for business rate discount.

However the Enterprise Zone aims to focus on environmental technologies such as sustainable construction, low carbon technology and the Renewable energy sector. Businesses in these categories will therefore receive the maximum support.

In order to qualify for the Business Rates Relief the primary focus of the part of the business located within the Hertfordshire Enviro-tech Enterprise Zone should be within the target sectors or fall within the “other acceptable uses” as outlined within the Hertfordshire Enviro-tech 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 Hertfordshire Enviro-tech Enterprise Zone Business Rates Relief policy for further details regarding the definitions of the target sector.

Target Sectors

Enviro-Tech based businesses	<input type="checkbox"/>
Enviro-Tech Supply & Value chain businesses	<input type="checkbox"/>
Non enviro-tech businesses who can demonstrate their ‘green’ credentials	<input type="checkbox"/>

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

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

List any evidence attached here.

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4. Relocating from within Hertfordshire?

Is your business relocating from an existing business premises within Hertfordshire?	Yes <input type="checkbox"/> No <input type="checkbox"/>
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If yes, please provide the **address** that you are **relocating from** (including post code)

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5. Businesses already located in Hertfordshire Enviro-tech Enterprise Zone prior to 01/04/2017

Was your business located in the Hertfordshire Enviro-tech Enterprise Zone prior to 1st April 2017?	Yes <input type="checkbox"/> No <input type="checkbox"/>
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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)

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

Enterprise Zone Business Rate Relief is a form of state aid. Please see the Hertfordshire Enviro-tech 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 3 financial years?	Yes <input type="checkbox"/> No <input type="checkbox"/>
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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

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 the *Hertfordshire Local Enterprise Partnership* 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 *Hertfordshire Local Enterprise Partnership*.
- 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)	
Name(s)	
Position(s)	
Date	

How we use your information / Data Protection Disclaimer:

The Hertfordshire Local Enterprise Partnership may also share this information with Dacorum Borough Council, St Albans City and District Council, and Hertfordshire County Council (the Council(s)) and other bodies responsible for auditing or administering public funds.

The Council(s) may use your personal information in order to administer and enforce Business Rates under the Local Government Finance Act 1988. The Council(s) have a duty to protect public funds they administers, and may use information you have provided on this form for the prevention and detection of fraud.

For further information, see the Hertfordshire Enviro-tech Enterprise Zone website on

<http://www.hertsenterprisezone.com/>.

Please return this completed form to:

Cherie Norris
Enterprise Zone Programme Manager
Hertfordshire Local Enterprise Partnership, BioPark, Broadwater Road, Welwyn Garden City,
Hertfordshire, AL7 3AX

Tel: 07540 203753

Or email to: cherie.norris@hertfordshirelep.co.uk