

SCIENCE VALE UK ENTERPRISE ZONE BUSINESS RATES (NATIONAL NON-DOMESTIC RATES) DISCOUNT APPLICATION FORM

Application for discretionary discount from National Non-Domestic Rates under Non-Domestic Rating Contributions (England) (Amendment) Regulations 2012 and Non-Domestic Rating (Designated Areas) Regulations 2013

You are advised to read all of the guidance notes on www.sciencevale.com website and seek advice before submitting an application or committing to move into the enterprise zone. All sections must be completed.

Further advice or information on Science Vale UK Enterprise Zone Business Rate Discounts can be obtained from the Science Vale UK Enterprise Zone team on **01235 422434**.

1. Registered company name

2. Company trading name if different

3. Building Name

4. Street

5. District

6. Town/City

7. County

8. Postcode / Zip code

9. CEO/senior manager first name

10. CEO/senior manager surname

11. CEO/senior manager email address

12. Company Registration Number (CRN)

13. Business Rates Reference Number (if known)

14. Company's Standard Industrial Classification (SIC) code

15. Main switchboard telephone number

16. Company website address

17. Contact name for correspondence

First name

Surname

18. Email address for correspondence

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19. Is the above property address the one to which this Business Rate Discount application refers?

- Yes (go to question 20)
 No (please complete question 19a)

19a. If you answered no to Q19 please provide the address details of where the rate discount application refers to:

Company name

Building name

Street

District

Town/City

County

Postcode / Zip code

Business Rates Reference Number (if known)

Telephone number

CEO/senior manager of this site

20. Are you an agent applying for the Business Rate Discount on behalf of a client ?

- Yes (please complete question 20a)
 No (go to question 21)

20a. If you answered yes to Q20, as the agent applying for the Business Rate Discount on behalf of the client, please complete the following:

Agent's company name

City/Branch

Correspondent's first name

Correspondent's surname

Telephone number

18. Email address for correspondence

21. Is this the only non-domestic rate account in England held by the applicant at this time?

- Yes (go to question 22)
 No (please complete question 21a)

21a. If you answered no to Q21, please provide details of where else the business or organisation already pays, or will pay business rates in England.

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22. What is the gross internal area of floor space (sq.m) you occupy on your enterprise zone site?

23. Please indicate the type of business or organisation you are:

- | | |
|--|--|
| <input type="checkbox"/> Sole trader | <input type="checkbox"/> Public limited company |
| <input type="checkbox"/> Partnership | <input type="checkbox"/> Limited liability partnership |
| <input type="checkbox"/> Private limited company | <input type="checkbox"/> Charity/Social enterprise |

24. Please indicate the business sector you are:

- | | |
|--|---|
| <input type="checkbox"/> Automotive and advanced engineering | <input type="checkbox"/> Retail |
| <input type="checkbox"/> Creative (IT, Publishing and Media) | <input type="checkbox"/> Space and space-related technologies |
| <input type="checkbox"/> Energy and the environment | <input type="checkbox"/> Tourism and leisure |
| <input type="checkbox"/> Food and drink | <input type="checkbox"/> Other (please specify) |
| <input type="checkbox"/> Life sciences | <input type="text"/> |
| <input type="checkbox"/> Professional and business services | |

25. What date did you start to occupy the property?

Day Month Year

26. Is the building you occupy?

- New build Existing

27. Are you relocating premises?

- Yes (please complete question 27a) No (go to question 27b)

27a. If you answered yes to Q27, please supply the details of the location you have moved from:

Company name

Building name

Street

District

Town/City

County

Postcode / Zip code

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27b. If you answered no to Q27, are you a new start-up business?

- Yes
 No

28. Please describe in brief the nature of your business and the use of this property

29. Are you already in the Science Vale Oxford or Didcot Growth Accelerator enterprise zone?

- Yes (please go to question 30)
 No (please complete question 29a)

29a. If you answered no to Q29, please state the reasons for wanting to move into the enterprise zone?

- Take advantage of Business Rates Relief
 Other (please specify below)
 Expanding and want to move to larger premises
 Requirement to be close to customers
 Requirement to be closer to businesses within industry

30. Please describe in brief how your business contributes to the overall aim of the enterprise zone and why your business should be eligible for the enterprise zone business rates discount.

31. How many people are/will be employed at the property (full time equivalent)?

32. How many people (full time equivalent) do you estimate will be employed at the property within 1 year?

33. How many people do you estimate will be employed (full time equivalent) at the property within 2 years?

34. Number of construction jobs involved in building or refurbishing your facility?

35. What will your annual turnover for this site be in this current financial year?

36. What will your annual turnover for this site be in the next financial year?

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37. What will your annual turnover for this site be in 2 years' time?

38. What is the capital value of your investments for this site?

39. What is the anticipated capital value for this site in the next financial year?

40. What is the anticipated capital value for this site in 2 years' time?

41. What is the non-monetary value of your investments for this site?

42. What is the anticipated non-monetary value of your investments for this site in the next financial year?

43. What is the anticipated non-monetary value for this site in 2 years' time?

44. A requirement of receiving the business rate discount is that you supply employment figures and capital investment values on a quarterly basis.

Please confirm you will provide this on request

45. Please provide any other information you feel the council should take into account when assessing your application (for example the business is expanding and wants to move to larger premises and will provide local employment opportunities).

STATE AID DE MINIMIS DECLARATION - ENTERPRISE ZONES

46. Enterprise zone business rate discounts are a form of state aid. Has the applicant received De Minimis aid in the past 3 years (this being the current fiscal year and the previous two fiscal years)?

- Yes (please complete question 47) No (go to question 48)

47. If your answer is yes please tick the box below and fill in your company name then complete the details for all the aid you are in receipt in the table below:

- I confirm that [insert company name]
has received the following De Minimis aid during the previous 3 fiscal years

The name of organisation providing the assistance/aid			
<input type="text"/>			
Value of assistance	Date of assistance		
<input type="text"/>	Day <input type="text"/> <input type="text"/>	Month <input type="text"/> <input type="text"/>	Year <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Nature of assistance			
<input type="text"/>			

The name of organisation providing the assistance/aid			
<input type="text"/>			
Value of assistance	Date of assistance		
<input type="text"/>	Day <input type="text"/> <input type="text"/>	Month <input type="text"/> <input type="text"/>	Year <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Nature of assistance			
<input type="text"/>			

The name of organisation providing the assistance/aid			
<input type="text"/>			
Value of assistance	Date of assistance		
<input type="text"/>	Day <input type="text"/> <input type="text"/>	Month <input type="text"/> <input type="text"/>	Year <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Nature of assistance			
<input type="text"/>			

48. If your answer is no to Q46, please tick the box below and insert your company name:

- I confirm that [insert company name]
has not received De Minimis aid during the previous 3 fiscal years (this being the current fiscal year and the previous two fiscal years)

STATE AID DE MINIMIS DECLARATION - ENTERPRISE ZONES

49. All applicants to complete the following statements by filling in the applying company name and confirm the following statements are correct with regard to this application.

- I acknowledge that I am authorised to sign on behalf of
 [insert company name]
 and understand the requirements of De Minimis (EC Regulations 1998/2006).
- I acknowledge [insert company name]
 is not a business "in difficulty" as defined at 2.1 of the Community Guidelines and State Aid for Rescuing and Restructuring Firms in Difficulty (2004/C22/02) at the date of this declaration.
- I acknowledge that [insert company name]
 may lose the business rate discount in the future if business growth is not achieved.
- By signing below, I confirm that I represent**
 [insert company name]
 and that the information set out above is accurate for the purposes of the De Minimis exemption.
- I certify that all of the above information on this Business Rate Discount application form and De Minimis aid form is correct to the best of my knowledge and belief.
- I agree to inform Vale of White Horse and South Oxfordshire District Council if circumstances relating to this application change.
- I authorise Vale of White Horse and South Oxfordshire District Councils and their partners, Oxfordshire County Council and OxLep, to make any necessary enquiries to verify the information on this form, within the terms of the Data Protection Act 1988.

Company name:

Your name:

Capacity in which you are signing:

Signature:

Date:

Day	Month	Year
<input type="text"/>	<input type="text"/>	<input type="text"/>

If your application contains all of the information we require, we will be able to advise you within ten working days of receipt of the outcome or progress of your application.

How we use your information

The Vale of White Horse District Council, South Oxfordshire District Council, Oxfordshire County Council and Oxfordshire Local Enterprise Partnership will use your personal information in order to administer and enforce Business Rate Discounts under the Local Government Finance Act 1988. These organisations have a duty to protect public funds they administer 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.

- Please confirm that you are happy for us to use, store and share this information. More information can be found on our privacy page at www.sciencevale.com/privacy-policy/

Please return your completed application form to:

Email: emma.wood@southandvale.gov.uk

Or post to: Science Vale UK Enterprise Zone Manager, South and Vale District Councils,
135 Eastern Avenue, Milton Park, Milton, OX14 4SB