



<b>1. Applicant details</b>	
Mr/Mrs/Ms/Other	_____
First Name	_____
Last Name	_____
Telephone number	_____
Email address	_____
Business Rates ref.	
<b>2. Business details</b>	
Business name	_____
Business address	_____
Business telephone number	_____
Business email address	_____
<b>3. How many people do you employ (full time equivalent)? How many of your employees live locally?</b>	
_____	
_____	
<b>4. Please describe your business activities (please use a separate sheet if necessary)</b>	
_____	
_____	
_____	
_____	
_____	
_____	
<b>5. Please attach business accounts for the last two years (see guidance notes)</b>	
<b>6. Please detail your proof of hardship (please use a separate sheet if necessary)</b>	
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**7. What is your business recovery plan, showing the impact of receiving hardship rates relief? (Please use a separate sheet if necessary)**

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**8. How will receiving hardship rate relief benefit Council tax payers?**

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**9. Declaration**

I declare that the information supplied is correct and I have read and understood the rules of the scheme.

Signature \_\_\_\_\_

Print name \_\_\_\_\_

Position in company \_\_\_\_\_

Date \_\_\_\_\_

When completed, please return this form to:

Local taxes team, email [businessrates@winchester.gov.uk](mailto:businessrates@winchester.gov.uk) or post to Winchester City Council, City Offices, Colebrook Street, Winchester, Hampshire SO23 9LJ

**Data Protection Statement**

Any personal data you supply on this application form will only be used for purposes in connection with the Winchester hardship rates relief scheme. We would, however, like to include your details on a list of businesses which have received this grant. This list will only be available to Winchester City Council and used for economic development related purposes. If you do not wish to be included on this list please tick this box

For more information about Winchester City Council's business support activities, go to [www.winchester.gov.uk/business](http://www.winchester.gov.uk/business)