

## BID Levy

### Hardship Relief

#### General Information

Relief will only be granted for non-domestic properties.. The following properties are excluded:

- **Properties used solely for, or in connection, with the parking of motor vehicles.**
- **Properties used solely for exhibiting advertisements**
- **Properties used solely for, or in connection with telecommunications masts and towers**
- **Properties used solely for, or in connection with ATM's**

You should continue to pay until your application has been approved.

If you have applied for relief under the same circumstances and have been refused you should not reapply.

#### How Will My Application Be Assessed?

In order to assess your application for relief we will first consider whether exceptional circumstances exist and secondly if, as a direct result of these circumstances, your business or organisation would suffer hardship.

If the circumstances are not deemed exceptional your application will be refused.

If the exceptional circumstances criteria are satisfied, financial information will be requested in writing in order to support your application.

In order to assess your application, information may be required from other organisations.

Once all the required information has been gathered a decision whether to award the relief and how much will be made and will be final.

#### Details of Exceptional Circumstances

All applications to consider relief will primarily be assessed on whether the circumstances are exceptional. If they are not deemed exceptional your application will be refused at this stage.

Exceptional circumstances will usually be:

- **external to the BID Levy Payer**

- **beyond normal business risk**
- **unavoidable**
- **unforeseen**

Generally external risk that would be covered either by commercial insurance or availability of compensation from public funding would not be considered exceptional circumstances on the basis that an alternative means of assistance is already available. However all cases will be looked at on merit.

The following circumstances will generally NOT be considered as exceptional circumstances:

- **a general market downturn**
- **industrial action within a businesses**
- **non-domestic property becoming vacant and liable to other reliefs**
- **external market conditions**

External market conditions include:

- **energy costs**
- **insurance costs**
- **increased interest rates**
- **transportation costs**
- **strength of sterling**
- **increased competition**
- **rental increases**

### **Details Of Hardship**

If your application meets the required criteria for exceptional circumstances, you may be asked to provide copies of the following information:

- **Current and previous 2 years audited accounts**
- **Bank Statements for the last 6 months**
- **Details of income and expenditure over the last 3 months if not covered in audited accounts**
- **An outline recover plan detailing measure taken to improve your situation including timescales and projections.**

The list is not exhaustive and may vary from case to case and will depend on elements such as whether you are part of a chain or independent or whether you are incorporated or sole trader.

## **Application For Relief**

In the first instance the following information should be provided in order to assess whether the criteria for exceptional circumstances have been met.

### **1) Your Details**

This will include: Your Name, BID Levy Reference, Property Address, UPRN Number, Contact Name, Contact Address, Telephone, Email.

### **2) Property Details**

Owner-Tenant-Franchise, Nature of Business, Sole Trader or Incorporated

### **3) Provide Details of Exceptional Circumstances**

### **4) Details of Hardship Experienced**

### **5) Declaration of Accuracy of Information Provided**

To be signed and dated

**Please note failure to provide information when requested will result in the application being refused.**