

DISCRETIONARY RATE RELIEF GUIDANCE

APPENDIX A

The authority to grant DRR is delegated to the Head of Customer Services in consultation with the Head of Finance.

Criteria

We will consider applications for DRR based on the extent to which the application meets **all** of the following criteria:

- The extent to which the organisation helps Reading Borough Council meet local needs

AND

- The extent to which the organisation matches priorities set out in Reading Borough Council's Corporate Plan

AND

- That the organisation will face hardship if support is not provided through DRR

Maximum Discretionary Rate Relief

When granted, DRR will end on the 31st of March at the end of the financial year in which it was granted. It will be necessary to submit a new application for each new financial year.

DRR will only be considered after all other eligible mandatory and discretionary reliefs have been applied.

In granting DRR we will consider the sustainability of the organisation.

DRR will only be granted if there is a risk that the organisation will become unviable, and that the granting of DRR in the short term will make the organisation sustainable for a reasonable period in the future.

There are a number of exceptions:

- Early Years Providers will be considered for DRR as part of a funding formula that targets children and families in greatest need. Both

privately owned and voluntary managed Early Years providers will be eligible. Please contact the Early Years and Play Services on 0118 937 3737.

- Voluntary, not for profit and private sector providers that are currently commissioned to provide services on behalf of Reading Borough Council will not generally be considered for DRR as they should already have demonstrated that they are financially viable at the start of the arrangement.

How to apply

Applications should be submitted by the 30th September following the financial year for which the application is being made. No further backdating will be considered.

Applicants will be informed of the outcome 6 weeks from application, providing all the required documentation has been received.

- If successful DRR will be applied from the 1st of April of the financial year in which the relief has been applied for, or the date from which they became liable should this be later (providing that the application has been submitted within the allowable timescale above).
- Applicants should continue to pay rates until a decision is made.

An application for DRR for charitable / not for profit organisations is available to download. If you need a hard copy please contact Business Rates on 0118 937 3727 or business.rates@reading.gov.uk.

Where to send your application form

Business Rates

Reading Borough Council

Civic Offices

Bridge Street

RG1 2LU