

### Appendix 3 – review notification letter to ratepayers

Dear

#### Discretionary Rate Relief

**Business Rates account number:**

**Property:**

I am writing to you as your organisation currently receives Discretionary Rate Relief to reduce their business rates bill. Eligibility for this relief is currently based upon the circumstances at the time of your last application and periodically these circumstances need to be reviewed.

In accordance with the Government regulations, I am giving you 12 months notice that this relief will cease from 31 March 2024.

In order to continue receiving relief from 1 April 2024, a new application for relief will be required, which will be assessed against the guidelines within the Council's Discretionary Rate Relief Policy. During the 2023/24 financial year (April 2023 to March 2024) we will write to you again to provide details on how to re-apply for the relief.

**Please DO NOT reapply for relief now.** Please wait until you receive the second letter, inviting you to reapply. If you complete a relief form now, this will be completed with no action and you will need to complete another form at a later date.

If you do not want relief to continue after 31 March 2024, then there is no need to do anything further and relief will automatically be removed when we send your new year bill in March 2024.

Yours sincerely,

Mrs S Furner  
Business Rates Team Manager