

Appendix 2 - Summary of past Discretionary Business Rate Relief Schemes

Relief scheme	Who is eligible	How much	Process
Small business	Small businesses with one premise only	Sliding scale 100%-0% depending on RV of premises	Statutory scheme – should simply be applied by rates
Charity	Registered charities, or organisations undertaking charitable activity	80% statutory relief	Statutory scheme – should simply be applied by rates
Social enterprise	Social enterprises that are not registered charities	Three categories, and additional relief in first year of occupation Max 80% (year 1) for so cents delivering civic outcomes Min 10% for so cents delivering no civic outcomes	Application form to SB or rates, SB makes recommendation.
Inward Investment	Inward investors from outside Leeds City Region bringing at least 20 new jobs	1% per job created, to a max of de minimis limit, and flexibly split over first two years of occupation	Business case to Tom B, who makes recommendation
Commercial Listed Building	Landlord or tenant of a Listed commercial building not currently in use	80/50/20% over first three years of occupancy	Request made to rates, supported by Conservation Officer. SB makes recommendation.
Civic enterprise	Company delivering civic outcomes without other compensation from the Council	Up to 50%	Must be sponsored by a Council service. Recommendation made by SB/TB depending on sensitivity
Young business	Young business (less than 5 years trading) in one of our target sectors for growth	80/50/20% over 3 of the first 5 years of trading	Application form to SB or rates. SB makes recommendation.
Shared workspace for young business	Operator/landlord of coworking space for startups	80% relief	Application form supported by statements from 5 tenants to SB/rates. TB makes recommendation

Relief scheme	Who is eligible	How much	Process
Strategic relocations	Businesses affected by Council strategic decisions to change land use or strategically important businesses looking to grow or consolidate	Determined on a case by case basis	Business case to TB demonstrating strategic benefits, and supported by Ward Councillors and Exec Member
Employment safeguarding and retention	Any business where a premises move is forced due to unforeseen circumstances such as flooding or fire and the business intends to retain employment at existing levels	Over a period of 3 months to 12 months (depending on circumstances), 25% - 100 % of rates payable, depending on circumstances.	Business case to TB with evidence of employment benefits
Hardship	Company experiencing temporary hardship that will be helped by rates relief to trade through difficulties	Determined on a case by case basis	Company contacts rates team who assess circumstances (No EcoDev input)

Further Details:

Commercial Listed Buildings not currently in use

Empty Listed Buildings receive mandatory 100% rate relief. As an incentive to bring such premises into active use, relief is proposed on a sliding scale – 80%/50%/20% relief over three years – to the landlords or occupiers of the building.

Criteria:

- Building must be Listed and vacant for at least 12 months.
- Some renovation must be required to bring the premises into use
- Application must gain Listed Building consent for the proposed work (and planning permission, if required)

Process:

- Application form, business case and latest published accounts
- Supported with Listed Building Consent and planning permission (if required)
- Conservation Officer makes recommendation

Civic Enterprise Rates Relief programme

50% of rates up to a maximum of £10,000 per premises. By offering rates relief through our Localism powers to organisations, agencies and companies that are willing to contribute resources to civic priorities without otherwise receiving financial reward, we can help to build a strong network to progress projects in our common interest.

Criteria

- Each application must be sponsored by a member of CLT and an Executive Member with appropriate responsibilities
- Applications must be supported by a business case which outlines the proposed reciprocal activity and its benefits to civic and corporate priorities
- Applicants must demonstrate need for the relief
- Relief is for 12 months from the date of approval and cannot be awarded retrospectively
- Civic enterprise relief can be provided in addition to other reliefs (eg. Young businesses, Listed Buildings, social enterprise)

Process

- Application form, business case and latest published accounts
- Recommendation from Chief Economic Development Officer (either by recipient or internal sponsor)
- Recommendation from Chief Corporate Support Officer where appropriate
- Examples of potential reciprocal activity
- Contribution of staff and other resources to civic and corporate initiatives such as Child Friendly City, Playful Leeds, etc
- Contribution of staff/other resources to area-based priorities such as local business forums, support for local charities/social enterprises
- Support for Budget plus initiatives which is not otherwise compensated

Employment safeguarding and retention Rates Relief programme

Over a period of 3 months to 12 months (depending on circumstances), 25% - 100 % of rates payable, depending on circumstances. Empty properties currently get 6 months – extend this by up to a further 6 months where needed.

Criteria

- Available to any business where a premises move is forced due to unforeseen circumstances such as flooding or fire and the business intends to retain employment at existing levels.
- Empty premises additional relief is available on the previous site while VAO reassesses the rateable value of the site.

Process

- Application form, business case and latest published accounts

Shared workspaces predominantly used by businesses in our Economic Growth Sectors

Up to 80% relief. Our growth sectors are defined in the Economic Growth Strategy, which was adopted by Executive Board in November 2011. The growth sectors are:

- Healthcare
- Creative & Digital
- Professional & Business Services
- Retail
- Low Carbon Manufacturing
- Construction
- Social Enterprise/Third Sector
- Young businesses

Criteria:

- Only available for premises designed to house multiple young businesses which includes communal and/or co-working spaces
- Such areas to be clearly marked on a measured drawing, indicating hereditaments
- Space used solely by the management company for the building is not eligible for this relief
- Application must have the support of at least 5 young businesses currently using the space

Process:

- Application form, business case and latest published accounts
- Supported with statements for 5 current tenants
- Rates team to agree proportion of space eligible for relief
- Chief Officer Economic Development makes decision

Significant business relocations to Leeds

This category is intended to allow rates relief to be awarded to organisations seeking to relocate or invest in new operations which would have a significant impact on employment in Leeds. Relief will be offered at 1% of rates payable for every new job created up to a maximum of 50% of the rates payable in the first year of relocation/inward investment, subject to the State Aid de minimis limit. The relief will be available either in the first year or spread over the first three years of investment.

Criteria:

- The inward investment must create at least 20 jobs new to Leeds City Region in addition to any relocation of existing employees
- Relief will be available to companies or organisations in our target growth sectors as set out in 3.5.2 above, with the exception of retail
- Jobs created must not have a significant risk of displacing similar employment from existing Leeds businesses

Process

- Application form, business case and latest published accounts

Strategic relocations

Up to 100% relief. Either as a consequence of Council policy to change land use in a particular area or to support growth and consolidation of key businesses.

Criteria:

- Application must have the support of Director of Development, the relevant Executive Member and Ward Councillors.

Process:

- Application form, business case and latest published accounts
- Decision made following consultation with Director of Development, Executive Members and Ward Councillors.

Young businesses in our Economic Growth Sectors

80/50/20% relief over 3 of the first 5 years of trading. Our growth sectors are defined in the Economic Growth Strategy, which was adopted by Executive Board in November 2011. The growth sectors are:

- Healthcare
- Creative & Digital
- Professional & Business Services
- Retail
- Low Carbon Manufacturing
- Construction
- Social Enterprise/Third Sector

Criteria:

- Young – must have been founded less than 2 years from date of application
- Must be independent – not a subsidiary or local branch of an existing business
- Must not be eligible for 100% small business rates relief
- Leeds-based – must be paying rates on a property in Leeds City Council area
- Target sectors – must be working in one of the 7 growth sectors
- Must be able to demonstrate need for rates relief
- Must be able to demonstrate the business will be viable after 3 years relief
- Must demonstrate the potential to create new jobs

Process:

- Application form, business case, cash-flow forecast and latest trading accounts
- Chief Economic Development Officer makes decision