



Phone: 01273 291981  
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Web: [www.brighton-hove.gov.uk/businessrates](http://www.brighton-hove.gov.uk/businessrates)

Business Rates Team  
Brighton & Hove City Council  
PO Box 2929  
Brighton BN1 1PS

Name  
Address 1  
Address 2  
Address 3  
Post Code

Your reference:  
Date:

Dear .....

### Your Discretionary Rates Review

We wrote to you earlier this year to tell you that your Discretionary Rate Relief had been extended to the end of March 2011. You are currently receiving a 20% reduction on your National Non-Domestic Rates bill. This is on top of the 80% reduction you automatically receive because you are a charitable organisation.

Please complete and return this form, with a copy of your most recent accounts, by **29 October 2010** to see if you will qualify for further assistance beyond that date. If you do not qualify, or if you do not return the form, you will not receive a reduction of your bill for 2011/12, which will be issued next March. If you do not qualify, or if you do not return the form, you will still receive an 80% reduction of your bill for 2011/12, but you will not receive the additional amount.

### Discretionary Rates Relief consultation - have your say!

We are currently reviewing the criteria for Discretionary Rate Relief and we would like to know what you think.

There are around 150 organisations that currently benefit from Discretionary Rate Relief in some form, but our funding is very limited. Although there is an existing policy and procedure to allocate the discretionary relief, we wanted to make the decision-making better and fairer.

The new policy is on the Council's website at [www.brighton-hove.gov.uk/consultation](http://www.brighton-hove.gov.uk/consultation) . Just click on the link for **Brighton & Hove Consultation Portal**, then look for the **Business Rates Rate Relief Policy**.

If you have any questions about the form, or the consultation, please contact the Business Rates team on 01273 291981, or email [nndr@brighton-hove.gov.uk](mailto:nndr@brighton-hove.gov.uk).

Yours sincerely,

Graham Bourne  
Head of Revenues and Benefits

