

**Cheltenham Borough Council Policy for  
Local Discretionary Business Rates Relief Schemes  
Cabinet 13 July 2021**

The policy sets out the Council's approach to administering Expanded Retail Discount and Nursery Discount for 2021/22 under section 47 of the Local Government Finance Act 1988, as amended.

**Section 1: Expanded Retail Discount**

In the budget on 3 March 2021 the Government announced that it would provide an extension in 2021/22 to the business rate discount granted under the Expanded Retail Discount provisions

Retail discount is available in the financial year 2021/22 for certain occupied retail, hospitality and leisure properties.

In 2020/21 the expanded retail discount was 100% cent. In 2021/22 the discount is 100% cent of the rates payable after other reliefs for the period 1 April 2021 until 30 June 2021. The discount is reduced to 66% from 1 July 2021 until 31 March 2022 and for this period will subject to caps on the maximum discount any business can receive.

Businesses that were required to close at 5 January 2021 may receive up to a total of £2million of discount across all eligible properties. Businesses that were able to open at 5 January 2021 are limited to a maximum of £105,000 of discount across all eligible properties. Businesses will be asked to verify that they will not exceed the cash caps by receiving the discount

The discounts will be awarded in line with the detailed guidance issued by the Ministry of Housing, Communities and Local Government and will be administered as detailed in section 4. The discount will end on 31 March 2022

**Section 2: Nursery Discount**

In the budget on 3 March 2021 the Government announced that it would provide an extension in 2021/22 to the business rates Nursery Discount in respect of properties occupied by providers on Ofsted's Early Years Register. The property must be wholly or mainly used for the provision of the Early Years Foundation Stage.

In 2020/21 the expanded retail discount was 100% cent. In 2021/22 the discount is 100% cent of the rates payable after other reliefs for the period 1 April 2021 until 30 June 2021. The discount is reduced to 66% from 1 July 2021 until 31 March 2022 and for this period will be subject to a cap on the maximum discount any business can receive. Nurseries were able to open at 5 January

2021 and are limited to a maximum of £105,000 of discount across all eligible properties. Businesses will be asked to verify that they will not exceed the cash cap by receiving the discount.

The discounts will be awarded in line with the detailed guidance issued by the Ministry of Housing, Communities and Local Government. The discount is not subject to state aid and will be administered as detailed in section 4. The discount will end on 31 March 2022

#### **Section 4: Administration**

- Cheltenham Borough Council will administer the schemes under Section 47 of The Local Government Finance Act 1988 as amended by The Localism Act 2011 and The Non-Domestic Rating (Discretionary Relief) Regulations 1989 (S.I. 1989/1059)
- Discounts awarded under the above provisions cannot be awarded in respect of any financial year once after 6 months after the end of that financial year have elapsed.
- Entitlement to Expanded Retail Discounts and Nursery Discount will be dependent on the qualifying conditions being met provided by the Ministry of Housing, Communities and Local Government.
- Discounts awarded in 2021/22 will end on 31 March 2022.
- Discounts will be recalculated or cancelled to reflect a change in circumstances, change to entries in Rating List, or any of the conditions cease to be met.
- Decisions relating to the granting of discounts will be delegated to the staff within the Revenues and Benefits Service
- Discounts may be granted automatically where information held on the business rate account confirms eligibility in line with the qualifying criteria. In these cases businesses will be asked to notify the council if they are in not entitled
- All businesses in receipt of a discount are required to notify the Council within 21 days of any change of circumstances that could affect their entitlement to a discount
- Businesses will be required provide any information requested to support their application for a discount
- Businesses will be required to verify that a cash cap will not be exceeded if a discount is awarded

- There is no statutory right of appeal against a decision made by the Council in respect of Retail Discounts, Supporting Small Businesses, Pubs Discount, or Revaluation Support Relief. However, the Council will reconsider the decision if the ratepayer is dissatisfied with the outcome.
- The request for a reconsideration must be made no later than 3 months after the end of the financial year for which relief is being requested.
- The review will be carried out by the Executive Director Finance and Assets
- If an unsuccessful applicant requests a reconsideration they will need to continue to pay their rates bill. Once the reconsideration has been carried out, the ratepayer will be informed, in writing, of the decision.