

EVIDENCE REQUIRED TO SUPPORT YOUR APPLICATION

This is advice relating to evidence that must be required to support and complete your application. If you are sending paperwork separately to the making of the claim can you please remember to include the reference number from your email acknowledgement so that we can easily tie this up with your application. Please note that the Council Offices are presently closed and documents being posted in may be delayed as all staff within the team are not office based at this time.

All evidence that you are not able to upload at the time of making your application should be either:

- Emailed to NNDR@blaby.gov.uk
- Posted to Council Tax, Business Rates and Benefits Team, Blaby District Council, Council Offices, Desford Road, Narborough, Leicester LE19 2EP

An application will be refused if:

- The information and evidence is not provided or not provided in a sufficient quantity
- The claim is defective – this means missing information or data and this has been requested but the information is still outstanding after 10 days
- The application appears to contain false, altered, or include deliberately misleading information or be a false or fraudulent application

Evidence type	Documents to provide	Period/date
Evidence of relatively high fixed property cost (note there are areas within the online form for you to upload this)	Tenancy agreement (all pages) Lease agreement (all pages) Mortgage statement (all pages) Rental space agreement (all pages) Proof rent payments made Most recent statement of accounts	As per date of agreement As per date of agreement Within 6 months of claim date As per date of agreement Jan 2020 to May 2020
Proof of applicant status	Letter from Director of business Copy bank account statement into which the payment is to be made if eligible (mini-slips are not acceptable).	Current Statement within 3 months
Proof of trade/business or profession	Marketing materials (we may ask for proof of this) Links to websites Correspondence from other bodies re business Any formal registration number (companies house, membership of	All within 6 months of claim date

	other organisations)	
Proof of a significant fall in income due to the Covid situation (note there are areas within the online form for you to upload this)	Most recent statement of accounts and the same period in the previous financial year	January to April 2020 and January to April 2019
Other	HMRC information confirming financial information to confirm a small or micro business	