

<p>Officer Decision Notice</p>	<p>Classification: Unrestricted</p>	
<p>Report of: Head of Property Services</p>		
<p>Subject / Title: Rent Relief for Commercial Tenants</p>		
<p>Date of Decision: 25/6/2020</p>		

1. **SUMMARY**

- 1.1 Due to the Covid -19 Pandemic and the movement restrictions imposed a number of the Council's commercial tenants have been unable to trade which has had a significant impact on their business and some are unlikely to be able to reopen for some time yet. In addition, a number of businesses don't qualify for any of the Government's Business Support Schemes. As a result, a number of tenants have approached us to request a rent free period.
- 1.2 We want to support our tenants where necessary during this unprecedented period and we have drafted an application form for Rent Relief for tenants to complete. Supporting information must be submitted as part of any application.
- 1.3 The following process has been agreed.
- Applications to be submitted to Property Services (see attached application form)
 - Property Services to confirm receipt and review supported information provided
 - Revenue and Benefits service is consulted to confirm whether the applicant has received grant support
 - Based upon information submitted the Head of Property Services and Property Manager to agree a recommended course of action
 - In consultation with the Director of Resources & S151 Officer we agree if rent relief is to be offered. In most cases this will be for one quarter at a time.

The Head of Property Services has delegated authority under paragraph C3E.7 to make decisions in connection with the general management and control of all Council property assets.

2. **DECISION TAKEN**

2.1 To agree the process outlined in paragraph 1.3.

3. **REASONS FOR THE DECISION**

3.1 See paragraph 1.1

4. **ALTERNATIVE OPTIONS**

4.1 The authority could choose not to grant any rent relief. This may result in tenants going out of business which would result in vacant premises to relet and a loss of income to the Council.

5. **CONSULTATION**

5.1 In reaching this decision, the decision maker has consulted with and has the agreement of the following:

- Chief Executive
- S151 Officer
- Leaders of all political groups

6. **Conflicts of Interest Declaration**

6.1 None

Signed.....

(Head of Property Services)



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