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| FOUNDED 1882 INCORPORATED 1927 President: Catherine Nicholson IRRV (Hons) Treasurer: Mike Harkins IRRV |  |

**Introduction to Business Rates**

**Venue – South Ribble Borough Council, Civic Centre, West Paddock, Leyland, PR25 1DH**

**Date – Tuesday 27th September 2022**

Dear Colleague

As we strive to return to business as usual following the pandemic the Lancashire and Cheshire Association Executive recognise the importance of high-quality professional events to enable the continuous professional developments of our members.

As President I am delighted to announce the return of our **Introduction to Business Rates Seminar** that provides delegates with an excellent knowledge and understanding of both legislation and best practice. The event will be held at South Ribble Borough Council Offices on Tuesday 27th September 2022.

This seminar will be for those who are new to Business Rates or those who deal with Business Rates issues regularly in a customer services environment. The seminar will serve as a ‘refresher’ for more experienced Revenues staff and provide opportunities to network with individuals, other authorities and organisations.

Lancashire & Cheshire IRRV seminars are always well attended and at **£100 per delegate** the event offers excellent *value for money* and will be delivered to by experienced Practitioners to the usual high standards of the Lancashire and Cheshire Association.

Lancashire & Cheshire IRRV Association are offering**:**

* IRRV members a **50% Discount.**
* Student Members & IRRV Apprenticesmay attend **Free of Charge.**
* Other Apprentices (non-IRRV) are eligible for the **50% Discount.**

South Ribble Borough Council is accessible by both train and car, with free on-site parking available.

Full details of the seminar and a booking form are attached.

Yours faithfully,

**Catherine Nicholson IRRV (Hons)**

Association President

**Please visit our website:** [**http://www.irrvassociations.org.uk/index.php?AId=3**](http://www.irrvassociations.org.uk/index.php?AId=3)

**Lancashire & Cheshire IRRV Association**

**Introduction to Business Rates Seminar**

**South Ribble Borough Council, Civic Centre, West Paddock, Leyland PR25 1DH**

**Tuesday 27th September 2022**

**Chair – Catherine Nicholson IRRV (Hons), Association President**

**Agenda**

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| --- | --- | --- | --- | --- |
| **Time** | **Topic** | | | **Speaker** |
| **9.30** | **Seminar Registration and Coffee** | | | |
| 9.45 | Seminar Introduction and Objectives | Catherine Nicholson IRRV (Hons)  Association President | | |
| 9.50 | The Principles of Rateable Occupation | Robin Gibbons Tech IRRV  Business Rates Manager – Bolton Council | | |
| **10.45** | **Break** | | | |
| 11.00 | Reliefs and Exemptions – A summary of the reliefs/exemptions available to ratepayers | Julie Smethurst IRRV (Hons)  Client Partnership Manager  Dukes Bailiffs | | |
| 11.45 | Role of the Rating Agent | John Williams – Associate, JLL Rating | | |
| **12.30** | **Lunch** | | | |
| 13.15 | Billing and Recovery – Setting out the process for the billing and collection of business rates | | Peter Haywood Tech IRRV MBA  Client Solution Manager  Bristow & Sutor | |
| 14.00 | Enforcing a Liability Order | | Paul Kelly – Client Services Director, Jacobs Enforcement Agents | |
| **14.45** | **Break** | | | |
| 15.00 | Insolvency and business rates avoidance overview | | Richard Kerr – Director, Greenhalgh Kerr Solicitors | |
| **15.45** | **Seminar Close** | | | |

# Booking Form: Introduction to Business Rates Seminar

**Date:** Tuesday 27th September 2022

**Venue:** South Ribble Borough Council, Leyland

**Times:** Start: 9.30 a.m. Finish: 3.45 p.m. (approximate)

**Cost:** £100.00 per delegate ― includes refreshments & lunch (will be invoiced to you).

£50.00 for IRRV Members,

£50.00 for non IRRV Apprentices studying for a Revenues and Benefits qualification

**NO CHARGE for IRRV Apprentices or IRRV Student Members.**

To reserve places please complete the form below including yourPurchase Order Number and Email them no later than Tuesday 13th September 2022

Helen Johnston IRRV, Assistant Treasurer

Email: [h.johnston@preston.gov.uk](mailto:h.johnston@preston.gov.uk)

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| **Authority/Organisation:** |  | |
| **Correspondence Address:** |  | |
| **Contact Name** |  | |
| **Tel No and Email:** | T: | E: |
| **PO Number** |  | |

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| **Name of Delegate** | **Contact**  **Telephone No.** | **Email address** | **Dietary requirements** | **IRRV Member/ non IRRV Apprentice**  **Y/N** | **Student Member/ IRRV Apprentice**  **Y/N** |
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