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

**Introduction to Business Rates Seminar**

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

**Date – Tuesday 11th June 2019**

Dear Colleague

The Lancashire and Cheshire Association Executive continues to recognise that the delivery of high quality professional events is a key requirement for our members. I am therefore delighted to announce that an Introduction to Business Rates seminar will take place on Tuesday 11th June 2019 at the offices of South Ribble Borough Council.

Business rates retention is resulting in business rates revenues being given more attention than ever before. With the introduction of 75% retention in 2020 it has never been more important for those involved with business rates to understand how the system works and for billing authorities to ensure that accurate billing and appropriate collection methods are in place. The event is also an excellent opportunity to catch up with colleagues and representatives from other authorities and organisations.

Our seminars have previously been very well subscribed with positive feedback from both delegates and employers. At **£100 per delegate** I believe that the event offers excellent value for money; it will of course be delivered to the usual high standards of the Lancashire and Cheshire Association. **In addition, the Association will continue to offer a FREE place to student members as well as a generous 50% Discount for all members of the Institute**.

The content of the seminar is designed to give a broad knowledge of business rates as a whole and will be particularly useful for:

• Anyone new to business rates or who wants to increase or refresh their knowledge in this area;

• Staff working on business rates teams;

• Those studying for IRRV qualifications that include business rates in the syllabus.

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 11th June 2019**

**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 IRRVBusiness Rates Manager – Bolton Council |
| **10.45** | **Break** |
| 11.00 | Reliefs and Exemptions – A summary of the reliefs/exemptions available to ratepayers | David Holmes FIRRVCompliance & Technical Manager Blackpool Borough Council |
| 11.45 | The Role of the Rating Agent | Tim Price – Associate, JLL RatingJohn 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 MBAAccount Manager – Destin Solutions Ltd |
| 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 11th June 2019

**Venue:** South Ribble Borough Council

**Times:** Start: 9.30 am for 9.45am start. Finish: 3.45 pm (approximate)

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

£50.00 for Members of the IRRV,

NO CHARGE for Student Members of the IRRV.

To reserve your places, fill in your details **including your Purchase Order number** and email them no later than Friday 31st May 2019.

Helen Johnston IRRV, Assistant Treasurer

Email: h.johnston@preston.gov.uk

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| **Name of Authority** |  |
| **Address for correspondence** |  |
| **Contact name & Tel no** |  |
| **Email address** |  |
| **PO Number** |  |

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