



**Information Governance Team**

Postal Address:  
Coventry City Council  
PO Box 7097  
Coventry  
CV6 9SL

[www.coventry.gov.uk](http://www.coventry.gov.uk)

E mail: [infogov@coventry.gov.uk](mailto:infogov@coventry.gov.uk)

Phone: 024 7697 5408

10 July 2025

Dear Sir/Madam

**Freedom of Information Act 2000 (FOIA)**

**Request ID: FOI729405787**

Thank you for your request for information relating to Retail, Hospitality and Leisure Relief for businesses.

You have requested the following information:

**Does the Billing Authority automatically award Retail, Hospitality and Leisure Relief in each new rate year or is reapplication required?**

In response to your request, we confirm that where there is an existing award for Retail, Hospitality and Leisure relief, it will be automatically carried forward to the next financial year unless there is a change in eligibility criteria that excludes a ratepayer from continuing to receive the relief.

A declaration letter is also sent to the ratepayer following the issue of the annual bill detailing eligibility criteria, which gives the ratepayer the option to opt out of receiving the relief, and then they would notify us if they do not meet Subsidy rules and/or eligibility criteria.

The supply of information in response to a FOI request does not confer an automatic right to re-use the information. You can use any information supplied for the purposes of private study and non commercial research without requiring further permission. Similarly, information supplied can also be re-used for the purposes of news reporting. An exception to this is photographs. Please contact us if you wish to use the information for any other purpose.

For information, we publish a variety of information such as: [FOI/EIR Disclosure Log](#), [Publication Scheme](#), [Facts about Coventry](#) and [Open Data](#) that you may find of useful if you are looking for information in the future.

If you are unhappy with the handling of your request, you can ask us to review our response. Requests for reviews should be submitted within 40 days of the date of receipt of our response to your original request – email: [infogov@coventry.gov.uk](mailto:infogov@coventry.gov.uk)

If you are unhappy with the outcome of our review, you can write to the Information Commissioner, who can be contacted at: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF or email [icocasework@ico.org.uk](mailto:icocasework@ico.org.uk).

Please remember to quote the reference number above in your response.

Yours faithfully

**Information Governance**