One or more of the scoring matrixes, listed below, will be applied to each application:

- 1 Reserves as a Percentage of Net Annual Rates
- 2 Licensed Bar
- 3 Net Profit
- **4 Local Community Test**
- 5 Except in the case of National Charity Shops, where an organisation is receiving Mandatory Relief of 80% and would have otherwise qualified for 100% Small Business Rate Relief
- up to 30% Discretionary Relief
- up to 30% Discretionary Relief
- up to 80% Discretionary Relief
- up to 50% Discretionary Relief
- Discretionary Relief up to 100% of the remaining business rate bill

Failure to supply adequate records will result in no award