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**Application for Small Business Rate Relief
(For period up until 31 March 2010)**

Name and address

Account reference

Property reference

Please complete the relevant sections of the form using black ink

Section 1: To be completed by all applicants

Ratepayer's full name(s): _____

Trading name (if applicable): _____

Telephone number: _____ Email address: _____

The period for which you are claiming relief (see notes overleaf) From: _____ To: _____

Section 2: Complete this section if this is your first application

Give the full address of the property or land in England for which you are claiming the relief

Are there any other properties or land in England where you are, or should, be responsible for Business Rates?

YES NO (Please tick relevant box)

If Yes please give the address(es) below (Continue on a separate sheet of paper if necessary)

Section 3: Complete this section if your circumstances have changed since claiming relief

Give the full address(es) of any other property or land in England you now occupy since making your first application for relief (Continue on a separate sheet of paper if necessary) –

Give the date(s) you started to occupy the above address(es) _____

Section 4: Declaration to be completed by all applicants

* I confirm that the property or land listed in Section 2 above is/are the only additional ones that I occupy in England
OR

* I confirm that the changes listed in Section 3 above are the only changes to the property or land that I occupy in England and that the date of those changes has been accurately recorded

* Delete as appropriate

I declare that to the best of my knowledge and belief, all the information I have given on this application is true and complete in all respects. I am willing for the Council to make any enquiries they wish to make sure the information is true. I undertake to notify the Council as soon as these circumstances change. I acknowledge that failure to do so could result in a penalty being imposed. I understand that the information given on this form may be used in connection with the administration of benefits. It may also be matched against data held by this and other local authorities and any other benefits, grants and awards you may have applied for.

Signature of Ratepayer / person authorised to sign:

Signatory's full name:

Capacity of the signatory:

Date:

Small Business Rate Relief can only be claimed for one occupied property and is available to ratepayers who occupy either-

- (a) Only one business property in England, which must have a rateable value less than £15,000, or
- (b) One main property and other additional business rated properties, providing those properties each have rateable values of less than £2,200 and the total rateable value of all the properties is less than £15,000. Only the property with the highest rateable value will get the relief. Unoccupied properties are not included in the total rateable value.

This form may be used for a first application for Small Business Rate Relief in a Valuation Period in respect of a property; or for a fresh application that is required because the ratepayer has taken up occupation of an additional property. A Valuation Period is the period of 5 years for which a local non-domestic rating list is in force (the period between revaluations of non-domestic properties.) If the ratepayer does not take up occupation of any additional properties they will not need to apply for relief more than once in each Valuation Period. Relief will be awarded from the start of the Valuation Period, or as soon as the regulations allow, so long as your application is received no later than 6 months after the end of the Valuation Period, or the date the authority is informed of a change that means the property will now be eligible for relief.

Section 2 must be completed for a first application in a Valuation Period. Section 3 must be completed where the ratepayer starts to occupy a new property after making an application but wishes to continue receiving relief in respect of the same property, where a **fresh application must be made**. In each case, all of the properties now occupied in England for business purposes must be listed on the form.

If the ratepayer occupies more than one property, entitlement to relief is dependant on the rateable values of the other properties occupied. Where the ratepayer occupies properties in more than one area, if the rateable value of the property outside the area of the billing authority granting the relief goes up, the ratepayer must notify the billing authority of the increase. **This does not require a fresh application but must be done in writing.**

Failure to do this within 4 weeks of the change will mean loss of entitlement to relief, until you inform us of the changes in the ways described above.

The application must be signed by the ratepayer or a person authorised to sign on behalf of the ratepayer. This means, where the ratepayer is-

- (a) a partnership, a partner of that partnership;
- (b) a trust, a trustee of that trust;
- (c) a body corporate, a director of that body, and

in any other case, a person duly authorised to sign on behalf of the ratepayer.

Warning - It is a criminal offence for a ratepayer to give false information when making an application for Small Business Rate Relief.

FOR INFORMATION:

- Unoccupied properties do not qualify for relief.
- Eligible businesses with a rateable value below £5,000 will get 50% relief. This relief will decrease on a sliding scale of 1% for every £100 of rateable value over £500, up to £9,999. In addition, such businesses will have their bill calculated using the small business rates non-domestic rates multiplier.
- Eligible businesses with a rateable value between £10,000 and £14,999 will have their bill calculated using the small business rates non-domestic rates multiplier.

If you would like any assistance with completing this form, if you do not know which billing authority area any of the properties you occupy is in, or have any queries regarding business rates, please contact the business rate section on (01905) 822755 for help.

PLEASE NOTE THAT FAILURE TO ADVISE US IMMEDIATELY OF ANY OF THE CHANGES DESCRIBED ABOVE MAY AFFECT YOUR ENTITLEMENT TO THIS RELIEF