



Application for Small Business Rate Relief

For Valuation Period 1st April 2010 to 31st March 2015

Property Reference Number: Account Number:

Property concerned;-

1. Please state -

Name of ratepayer(s):

.....
(i.e. this should be the Limited Company name, full names if a partnership including husband and wife, of full name of the sole trader)

Address of ratepayer(s)

.....

Contact Tel No:-
Fax No:
e-mail address:

Address of property the relief is being applied for:

.....

2. Please provide details of any other hereditament (business premises) in England that you occupy:

Address.....

Rateable Value.....

3. If you are advising the Council that you have taken on additional business premises, please provide the following details:

Address.....

Rateable Value.....

Date you occupied property from.....

Please make the following declaration:

* I/We confirm that the hereditaments listed above are the only hereditaments in England occupied by

.....
(insert name of ratepayer(s) as stated in Section 1.)

Signature of ratepayer/person authorised to sign:.....

Capacity of person signing:..... **Date:**.....
(This must be a director if ratepayer is a limited company or partner if a partnership.
For sports and social clubs this should be the Treasurer or Chairman)

or

* I/We confirm that the changes listed in section 3 are the only changes relating to hereditaments in England occupied by

.....
(insert name of ratepayer(s) as stated in Section 1.)

Signature of ratepayer/person authorised to sign:.....

Capacity of person signing:..... **Date:**.....
(This must be a director if ratepayer is a limited company or partner if a partnership.
For sports and social clubs this should be the Treasurer or Chairman)

* Delete as appropriate

Notes

This form may be used for both applications for Small Business Rate Relief and to advise of any additional properties that the ratepayer has taken up since the date of the last application and that may the effect the entitlement to the relief. If the ratepayer occupies more than one property, their entitlement is dependent upon the rateable value of those properties. Central Government has now stipulated that Small Business Rate Relief can only be claimed for **one** property. Before, billing authorities may have awarded the relief to the ratepayer if they occupied more than one property, each of which has a rateable value of up to £2199, (2005 to 2010 list) Now the ratepayer must choose only one of these properties to receive the relief.

The legislation has also been amended so that the ratepayer need only apply for the Small Business Rate Relief once in a valuation period, as long as no additional properties are taken up in this time. A valuation period is the period of five years for which a local non-domestic rating list is in force. At this time however the valuation period is from the 1st April 2010 to 31st March 2015

No account shall be taken of any other hereditament the ratepayer occupies in England where;- (i) the rateable value of each such hereditament shown in the local non-domestic rating list for that day is not more than £2,599; and (ii) the aggregate rateable value of all the hereditaments the ratepayer occupies in England, including the hereditament for which relief is sought, is not more than £24,999 (where the hereditament for which relief is sought is situated in Greater London) or £17,999 (where the hereditament for which relief is sought is situated outside Greater London).

“It is a criminal offence for a ratepayer to give false information when making an application for small business rate relief.”