

Account No

Rateable Value

Date

Application For Small Business Rate Relief

Please read the notes overleaf and complete this form if you wish to either receive relief for the first time or to continue receiving the relief.

Address of Property	
Date of Occupation	
Full Name of Occupiers	
Full Name of Company	
Trading Name	
Address(es) of any other business related premises occupied by the ratepayer - continue overleaf if necessary	

I confirm that the properties listed above are the only business related premises occupied by the above named and that I will notify the Council if the rateable value of any premises shown above change or if additional premises are occupied.

Signature Date

Print Name Position

Telephone Number E-mail Address

This 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 the partnership
- b) a trust - a trustee of the trust
- c) a limited company or corporate body - a director of the company or body
- d) in any other case - someone authorised to sign on behalf of the ratepayer

Warning - it is a criminal offence for a ratepayer, or anyone acting on behalf of the ratepayer, to give false information when making an application for Small Business Rate Relief.

Notes for Small Business Rate Relief

Small Business Rate Relief is available to ratepayers, meeting the criteria below, who occupy non-domestic property with a rateable value of up to £17,999.

If an application for relief is granted, provided the ratepayer's circumstances do not change, the application will not need to be renewed until the next revaluation of non-domestic premises. Certain changes in circumstances will need to be notified to the local authority by the ratepayer. The changes which must be notified are-

- (a) the ratepayer taking up occupation of a property they did not occupy at the time of making their application for relief, and
- (b) an increase in the rateable value of a property occupied by the ratepayer in an area other than the area of the local authority which granted the relief.

Notification of these changes must be given to the local authority within 4 weeks of the day after the day the change happened. If this happens, there will be no interruption to the ratepayers entitlement to the relief. A notification that the ratepayer has taken up occupation of an additional property must be by way of a fresh application for relief; notice of an increase in rateable value must be given in writing.

Amount of relief

Rateable Value	
Up to £5,999	100% relief
£6,000 to £11,999	Sliding scale relief, calculated using Small Business multiplier
£12,000 to £17,999	The Small Business multiplier is applied to all occupied premises with a Rateable Value below £18,000

Qualifying Criteria

The relief is only available to ratepayers with either-

- a) one property, or
- b) one main property and other additional properties providing those additional properties have rateable values less than £2,600 and the aggregate value of all the properties is under £18,000.