London Borough of Barking & Dagenham

# Small Business Rate Relief Application Form for the valuation period starting 1 April 2010

## Section 1 Details of the Ratepayer (must be completed by ALL applicants)

| | |
|---|---|
| **Ratepayer/Company Name:** | |
| **Company Number:** | |
| **Home Address or Registered Office Address:** | |
| | |
| | |
| | |
| **Telephone Number:** | |
| **Fax Number:** | |
| **Email address:** | |

| | |
|---|---|
| **The valuation period or partial valuation period for which relief is sought:** | Period starting 01/04/2010 |

## Section 2 – To be completed if FIRST application for period from 1 April 2010

| | |
|---|---|
| **Account Reference Number:** | |
| **Full Postal Address of Property for which Rate Reduction is claimed** | |
| | |
| | |
| | |
| **Post Code:** | **Rateable Value if known: £** |

Please list all other business premises (hereditaments) in England including this borough for which the ratepayer named in Section 1, receives a Business Rates bill, if there are no other premises, please state **NONE**:

| | Address (including Post Code) | Rateable Value | Account Reference Number | Empty (E) or Occupied (O) |
|---|---|---|---|---|
| (1) | | | | |
| (2) | | | | |
| (3) | | | | |

Continue on a separate sheet if required

## Section 3 – To be completed when advising of a change in circumstances (following the occupation of another hereditament [business premises]).

| Full Postal Address of Property where a change has occurred | |
|---|---|
| | |
| | |
| **Post Code:** | **Rateable Value: £** |

| | |
|---|---|
| **Date property occupied** | |

## Declaration (must be completed by ALL applicants)

***** I confirm that the hereditaments (business premises) listed in Section 2 are the only hereditaments (business premises) in England occupied by the ratepayer named in Section 1

or

***** I confirm that the changes listed in Section 3 are the only changes relating to the hereditaments (business premises) in England occupied by the ratepayer named in Section 1

and the date of those changes has been accurately recorded.

***** Delete as appropriate

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

| | |
|---|---|
| **Signed:**<br>**If a Ltd company, this form MUST be signed by a Director** | |
| **Position in Company:**<br>**(see guidance notes)** | |
| **Print Name:** | |
| **Date:** | |

If you have any queries regarding entitlement or need help in completing this form please contact the Business Rates Section ☎ 020 8227 2934 or Email businessrates@lbbd.gov.uk

**Completed forms should be returned to:**

**The London Borough of Barking and Dagenham**
**NNDR (Business Rates) Section**
**PO Box 48 Dagenham**
**Essex RM10 7DE**

**The information collected for Small Business Rate Relief discounts may be held on computer. If so, it will be subject to the provisions of the Data Protection Act 1998. It will be checked against other information held and may also be used to amend the authority's Council Tax and Benefit records.**

**The Non-Domestic Rating (Small Business Rate Relief) (England) Order 2004 as amended**

**Article 4**

**Guidance Notes**

This form may be used for a first application for small business rates 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. Section 2 must be completed for a first application and Section 3 for a fresh application. The appropriate part of the declaration must be completed and the part that is not applicable deleted.

A valuation period is the period of five years for which a local non-domestic rating list is in force (i.e. the period between revaluations of non-domestic hereditaments [business premises]) and if any 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.

Small Business Rate Relief can only be claimed for one property. A first application for relief in a period in respect of a property should be made using section 2 (section 3 is not applicable) and all properties in England occupied by the ratepayer must be listed. 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, a fresh application must be made by completing section 3 (section 2 need not be completed). It should be noted that, for any particular day, the billing authority will disregard the ratepayer's occupation of an additional property in England where –

> (a) the aggregate rateable value on that day of all the properties the ratepayer occupies in England is not more than £25,499 (where the property for which relief is sought is situated in Greater London) or £17,999 (where the property for which relief is sought is situated outside Greater London).

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

If the ratepayer is uncertain about which billing authority area any of the properties they occupy is in, they should contact the authority which grants the relief.

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

a. **a body corporate (a limited company)**, **it MUST be signed by 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.

If you have any queries regarding your application or these guidance notes please contact the Business Rates Section ☎ 020 8227 2934 or Email businessrates@lbbd.gov.uk

| **FOR OFFICE USE ONLY** | | | |
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| Document reference | Version Number | Version date | Approved by (initials) |
| NDR/rel/003 | V2.0 | 07.03.2013 | KC |