



**IF YOUR BILL SHOWS YOU ARE GETTING SMALL BUSINESS RATES RELIEF, OR ARE PAYING THE LOWER MULTIPLIER OF 0.426, YOU DO NOT NEED TO RETURN THIS FORM**

**APPLICATION FOR SMALL BUSINESS RATES RELIEF 2011/12 TO 2014/15**

**EXPLANATORY NOTES**

This form is to apply for Small Business Rates Relief, if you have not already done so. If you were getting Small Business Rates Relief in 2010/11 (and are still eligible), your relief will be awarded automatically: you do not need to fill out another form. To qualify, one of the following conditions must apply:

- a) You must be occupying only one business property in England, and that property's rateable value must be below £18,000.
- b) If you occupy more than one business property, one of them will still be able to get the relief, provided each of the other properties has a rateable value of less than £2,599, and all the rateable values added together come to less than £18,000.

Eligible properties with a rateable value of £6,000 or below will get 50% rate relief; this is then decreased at a rate of roughly 1% for every £120 of rateable value above £6,000, up to a rateable value of £12,000. Eligible properties with rateable values between £12,001 and £17,999 will not receive relief, but their bills will be calculated using the lower small business rate relief multiplier.

For a period of 12 months between 1 October 2010 and 30 September 2011, the Government has temporarily increased the level of Small Business Rates Relief: eligible ratepayers will pay no rates on properties with rateable values up to £6,000; relief is then tapered between 100 percent and 0 percent for properties with rateable values between £6,001 and £12,000.

You can still make an application for 2010/11, if you have not already done so: enter the date you were eligible from in Part 5 of this form.

If circumstances change, meaning you are no longer eligible, the relief will stop from the date of this change. **Under Law, you must notify the Council of any changes which may affect your entitlement, such as occupying another property, within 4 weeks. Failure to do this may result in you losing relief.**

You will not be eligible for small business rate relief if you already receive one of the following:

- Mandatory rate relief as a charity
- Rate relief as a village shop, post office, or other business in a rural settlement
- Unoccupied rate relief

**IN ORDER FOR SMALL BUSINESS RATES RELIEF TO APPLY YOU MUST SIGN THE DECLARATION OVERLEAF**

**PLEASE NOTE: IF YOUR BILL SHOWS YOU ARE GETTING SMALL BUSINESS RATES RELIEF, OR THE LOWER MULTIPLIER OF 0.426, YOU DO NOT NEED TO RETURN THIS FORM; YOU JUST NEED TO INFORM US IF YOUR CIRCUMSTANCES CHANGE**

**1. Name and Address**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ Post Code \_\_\_\_\_

Payment reference no: \_\_\_\_\_

**2. Address relief is being claimed for  
(if different to 1.)**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ Post Code \_\_\_\_\_

Payment reference no: \_\_\_\_\_

**3. Is the property occupied?** Yes  No

**4. Any other Business Properties in England, you are liable to pay rates for**

You must give details here of any other business property, you or your company occupy in England

Address of Property:	Payment Reference No:	Rateable Value:
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**5. Declaration**

This form must be signed by the ratepayer, or somebody who has authority to sign on behalf of the ratepayer: in the case of a partnership this must be a partner; if the ratepayer is a limited company, a director of that company must sign the form; for a trust it must be a trustee. In any of these circumstances you must state the official authority the person has to sign the form. Remember, when you are signing this declaration you are saying that this is the only property the ratepayer occupies in England (any other properties with individual rateable values of not more than £2,599, and combined rateable values of not more than £17,999, will be disregarded). **It is a criminal offence to give false information when applying for Small Business Relief.**

I confirm that the properties listed above are the only properties occupied by  
(Please give the name of the ratepayer as shown on your rates bill)  
\_\_\_\_\_ from the date of: / / \_\_\_\_\_

If you qualify for the relief for the financial years 2010/11 onwards, but have not  
made an application, you have until 30 September 2015 to apply.  
From which date were you eligible? / / \_\_\_\_\_

Signature of ratepayer, or person authorised to sign on behalf of the ratepayer  
\_\_\_\_\_

Official Position (i.e. ratepayer / partner / director / trustee) \_\_\_\_\_ Date / / \_\_\_\_\_

**PLEASE RETURN THIS COMPLETED FORM TO THE ADDRESS AT THE TOP OF PAGE 1**