

Date:

Our Ref: 

Your Ref:

BR-RELIEF



www.eppingforestdc.gov.uk
Customer Services Directorate

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Epping Essex CM16 4BZ

Telephone: 01992 564 064

Enquiries to: Business Rates Section

Email: ndr@eppingforestdc.gov.uk

Small Business Rates Relief Form 2020 - 2021

If your Business Rates bill shows you are getting small business rates relief then you do not need to return this form.

Please note that the threshold for relief has been increased to £15,000. If you have not previously applied for relief, please check the rateable value which can be found on the front of your bill; you may now qualify. You can then apply by completing and returning this form.

EXPLANATORY NOTES

This form is to explain about Small Business Rates Relief, and to enable you to tell the Council if you are eligible for this relief, if you have not already done so. If you were getting Small Business Rates Relief in 2018/19 (and are still eligible), your relief will be awarded automatically; you do not need to fill out another form. If you did not previously qualify please check the rateable value on the front of your bill because the threshold for the relief has increased and you may now qualify. To qualify, one of the following conditions must apply:

- a) You must be occupying one sole or main business property in England with a rateable value shown on the rating list which does not exceed £15,000. If your property has a rateable value of not more than £12,000, you will receive a 100% reduction in your rates bill. If your property has a rateable value greater than £12,000 but not more than £15,000 you will receive a percentage reduction in your rates bill (calculated on a sliding scale)
- b) If you occupy more than one business property, you will still be able to get the relief on one of the properties, provided each of the other properties has a rateable value of less than £2,899, and all the rateable values added together come to less than £19,999 on each day for which relief is sought.

The Government has introduced additional support to small businesses. For those businesses that take on an additional property which would normally have meant the loss of small business rate relief, the Government has confirmed that they will be allowed to keep that relief for a period of 12 months.

Ratepayers who occupy a property with a rateable value which does not exceed £50,999 will have their bills calculated using the lower small business rates multiplier.

You will not be eligible for small business rate relief (or the lower multiplier) if you 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

1. Ratepayer Name and Correspondence Address

_____ Post Code _____

2. Property Address relief being claimed

(if different to 1.) _____

_____ Post Code _____

3. Is the property occupied? Yes No

4. Is this the only business property to occupy in England? Yes No (if yes, please move straight to 6.)

5. Please list any other business properties

Address of property:	Payment reference Number:	Rateable Value:
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

6. Date from which you are eligible for the relief: ___/___/___

7. Declaration and Signature

I confirm that the properties listed in section 2. and 5. (if relevant) are the only business properties occupied by _____ (insert name of ratepayer).

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Signature of ratepayer or person authorised to sign on behalf of the ratepayer	Capacity of person signing	Date
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Please return the completed form to the Business Rates team using the address or email shown above the guidance on the reverse side.

WARNING: It is a criminal offence to give false information or evidence when making an application for Small Business Rates Relief