

SMALL BUSINESS RATE RELIEF

Small Business Rate Relief was introduced by the government from 1 April 2005 to help small businesses with the National Non-Domestic Rates.

If you satisfy the criteria set out below, you may be entitled to a reduction of up to 100% in the amounts of rates you pay. Please read the following notes and if you think you might qualify, please complete and return the attached form.

1. Eligibility Criteria

Relief is only available to ratepayers with:-

- Only **ONE** property in England, or
- One main property and other additional properties providing they have rateable values of less than £2,900 and the total value of all the properties remains under the threshold of £20,000
- If there are qualifying additional properties only the main property will receive the relief.

2. Thresholds

- Eligible properties with a rateable value of up to £12,000 will be entitled to 100% relief.
- This will decrease on a sliding scale of 1% for every £30 of rateable value over £12,000 up to the limit of £15,000.
- Eligible properties with a rateable value below £51,000 will have their rates calculated on the small business non-domestic rating multiplier

3. Applications

Ratepayers will be required to apply for Small Business Rate Relief only once provided their circumstances do not change. A new application form must be completed if the ratepayer takes up occupation of any property, which is not mentioned in their original application form.

4. Duty to notify changes

Ratepayers must notify the Revenues Section of the Council, in writing, of changes that may affect their entitlement to the relief, within four weeks starting on the day after the change occurred. Any relief due cannot be backdated if the change is notified after this four week period. The changes the ratepayer must tell us about are:-

- Increases in the rateable value of a property occupied by the ratepayer which is not in the area of the billing authority granting Small Business Rate Relief
- The ratepayer coming into occupation of any property which is not mentioned in their application for relief. A new application form must be completed in this case.

If you want any further information about Small Business Rate Relief please contact the Revenues Section on 01372 732558.

APPLICATION FOR SMALL BUSINESS RATE RELIEF

Details of the property for which small business rate relief is being sought:

Full address _____

Property reference number _____

Please also give below the full address(es) and rateable value(s) of any other business premises occupied within England

Address	Rateable value

Note All rateable properties in England occupied by the ratepayer must be listed. 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 –

- (i) its rateable value shown in the local non-domestic rating list for that day is not more than £2,899; and*
- (ii) the aggregate rateable value on that day of all the properties the ratepayer occupies in England is not more than £19,999.*

DECLARATION

I confirm that the properties listed above are the only properties in England occupied by;

_____ (name of ratepayer)

_____ (signature of ratepayer)

_____ (capacity of person signing)

_____ (Date) _____ (Telephone no.)

_____ (Fax no.) _____ (Email address)

Please note: The application must be signed by the ratepayer or in the case of a limited company a director of the company.

Warning - it is a criminal offence for a ratepayer to give false information when making an application for small business rate relief.