

APPLICATION FOR SMALL BUSINESS RATE RELIEF

Article 4 of the Non-Domestic Rating (Small Business Rate Relief) (England) Order 2004

DETAILS OF THE RATEPAYER APPLYING FOR SMALL BUSINESS RATE RELIEF:

Name:

Address:

**Business Rate
Account Number:**

Telephone Number:

Fax number:
(Where applicable)

Mailing address:
(If different from above)

**FINANCIAL YEAR, OR IF PART ONLY, THE
DATES FOR WHICH RELIEF IS SOUGHT:**

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DETAILS OF THE OCCUPIED HEREDITAMENT (PROPERTY) FOR WHICH RELIEF IS SOUGHT:

Full Address:

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DETAILS OF ANY OTHER HEREDITAMENT (PROPERTY) IN ENGLAND WHICH THE

RATEPAYER OCCUPIES: If none, please state not applicable. If you are responsible for rates on any empty properties you should provide full details on a separate sheet and submit it with this form (see additional information overleaf).

Full Address:

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PLEASE TURN OVER

DECLARATION

I confirm that the hereditaments (properties) listed overleaf are the only hereditaments (properties) in England **occupied by** the ratepayer applying for the relief

NAME OF RATEPAYER:

**SIGNATURE OF THE
RATEPAYER/PERSON AUTHORISED TO
SIGN:**

CAPACITY OF THE PERSON SIGNING:

DATE:

NOTES

All hereditaments 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 hereditament in England where –

- a) Its rateable value shown in the local non-domestic rating list for that day is not more than £2,199; and
- b) The aggregate rateable value on that day of all the hereditaments the ratepayer occupies in England is not more than £21,499 (where the hereditament for which relief is sought is situated in Greater London) or £14,999 (where the hereditament for which relief is sought is situated outside Greater London).

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;
- c) A body corporate, 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.

IMPORTANT ADDITIONAL INFORMATION

Entitlement to small business rate relief depends upon the number of properties that you actually occupy and their rateable values. If you are responsible for the rates on any empty properties these will be disregarded all the while they remain empty. You therefore need to provide full details of all properties for which you are responsible. **You must also advise the Business Rates Section immediately if you occupy a property that was previously declared as empty since this may affect your entitlement to relief.**