

Application for Small Business Rate Relief

The Non-Domestic Rating (Small Business Rate Relief) (Amendment)(England) Order 2006

Business Rates Account Number (as shown on the front of your bill) _____

1. (a) Ratepayer's Name and Trading Name _____

Home Address _____

Daytime Telephone Number _____ Mobile Number _____

E-mail Address _____ Company Number: _____

(b) The valuation period or partial valuation period for which relief is sought _____

2. If this application is your first application give the full address of –

(a) the property for which small business rate relief is being claimed

_____ and

(b) any other **business** properties in England that you occupy

3. If you are notifying the Council of a **change in circumstances**, please state -

(a) the address of the new property being occupied

(b) the date of the change(s) _____

Declaration * Please delete as appropriate

* I confirm that the properties listed in part 2 are the only business properties in England occupied by

_____ (insert name of ratepayer) **or**

* I confirm that the changes listed in part 3 are the only changes relating to the business properties in England

occupied by _____ (insert name of ratepayer) and that

the date of the changes has been accurately recorded.

_____ Signature of the ratepayer/ person authorised to sign

_____ Capacity of the person signing

_____ Dated

Please read the notes overleaf before completing this form

Notes

This form may be used for a first application for small business rate relief in a valuation period of a property or for a fresh application that is required because the ratepayer has taken up occupation of an additional property. Part 2 must be completed for a first application in a valuation period and part 3 for a fresh application. The appropriate part of the declaration must also be completed and the part which 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 on non-domestic hereditaments) and if the 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 valuation period in respect of a property should be made using part 2 (part 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 part 3 (part 2 need not be completed). It should be noted that, for any particular day, the billing authority will disregard the ratepayers occupation of an additional property in England where –

- (a) its rateable value shown in the local non-domestic rating list for that day is not more than £2,899, and
- (b) the aggregate rateable value on that day of all the hereditaments the ratepayer occupies in England is not more than £27,999 where the hereditament for which relief is sought is situated in Greater London) or £19,999 (where the hereditament for which relief is sought is situated outside Greater London).

Therefore, if the ratepayer occupies more than one property, their entitlement to relief is dependent on the rateable values of the other properties that 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 the relief goes up, the ratepayer must notify the 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 that grants the relief.

The application must be signed by the ratepayer or a person authorised to sign on the 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.

NB. Chorley Council may request further information to verify your application and should be notified immediately of any change in circumstance that may affect your entitlement to the relief

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