

Telephone 01684 862151

**Application for Small Business Rate Relief**

The eligibility criteria is set out overleaf. If you believe you may qualify then please complete and sign this form and return it to the above address. If you have a query regarding this relief you can contact Customer Services on the above telephone number or call in to The Customer Service Centre, The Library, Graham Road, Malvern

Account Reference ..... Property Reference.....

Name of Ratepayer.....

Address .....

.....

Telephone number..... Email address.....

The date from which Small Business Rate Relief is sought.....

Give the full address of: -

The property for which small business rate relief is sought.....

.....

.....

Any other business property in England that you occupy (continue on a separate sheet if necessary)

.....

.....

.....

I confirm that the properties listed above are the only business properties in England occupied by me.

Signed..... Printed name.....

Capacity of person signing..... Date.....

**Warning:** It is a criminal offence for a ratepayer to give false information when making an application for Small Business Rate Relief

### **Eligibility Criteria**

Small Business Rate Relief can only be claimed for one property. You must list all business properties in England that you occupy on this application form.

Where a ratepayer starts to occupy a new property after making an application but wishes to continue receiving relief in respect of the original property a fresh application for relief must be made listing all the properties now occupied in England for business purposes.

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 in the non domestic rating list for that day is not more than £2,199 and
- (b) the total rateable value on that day of all the properties the ratepayer occupies in England is not more than £14,999 (£21,499 in London).

The property for which the relief is sought must have a rateable value of less than £15,000 (outside London).

The property must meet the criteria on 1st April of the relevant chargeable year and on every chargeable day for which relief is claimed.

If the ratepayer occupies more than one property the entitlement to relief is dependant on the rateable values of the other properties occupied. 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 in writing.

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.

For information:

- Unoccupied properties do not qualify for relief
- Eligible businesses with a rateable value below £5,000 will get 50% relief. This relief will decrease on a sliding scale of 1% for every £100 of rateable value over £5,000 up to £9,999. In addition, such businesses will have their bill calculated using the small business rates non domestic rates multiplier.
- Eligible businesses with a rateable value between £10,000 and £14,999 will have their bill calculated using the small business rates non domestic rate multiplier.

**PLEASE NOTE THAT YOU MUST ADVISE US IMMEDIATELY IN WRITING OF ANY CHANGES THAT MAY AFFECT YOUR ENTITLEMENT TO THIS RELIEF**