

Non-Domestic Rate

Small Business Rate Relief Application Form

Date: 06.03.2017

Account Reference

Property Reference

Rateable Value

Property Address:

Property Description:

Read the explanatory notes overleaf before completing this form.

My records indicate that you may qualify for relief from Non-Domestic Rates in respect of the above property under the Small Business Rates Relief scheme. From April 2007 the Government has changed how you apply for this relief and instead of having to make a claim each year you will only have to now make a claim once during each valuation period. The current valuation periods commenced on the 1st April 2010 and has been reviewed from April 2017.

Please complete this form and return it to me as soon as possible.

Please provide below details of any additional premises for which you have a Non-Domestic Rates liability, or joint liability, anywhere in England. If there are no additional premises, please state 'NONE'.

Full postal address of Business	Rates Reference Number	Name of Council

No relief can be awarded unless an application is received.

Start Date:	End Date:

If your application is for part of the year only, or if notifying changes in circumstances, please indicate the start/end dates as applicable

I confirm that all the information, including notified changes and dates, has been accurately recorded and that the property/properties detailed above is/are the only business property/properties occupied by:

Insert name of Ratepayer:

Print Name:

Postal address:

Signature:

Date:

Telephone:

It is a criminal offence according to s43(4d) of the Local Government Finance Act 1988 to provide false information when making an application for Small Business Rates Relief.

Changes in circumstance should be declared promptly. Failure to report a change within 4 weeks will result in a loss of Small Business Rates Relief

The information provided on this form may be held on computer. If so, it will be subject to the provisions of the Data Protection Act 1998. It will be checked against other information held and may also be used to amend the Council's Council Tax and Benefit records.

Small Business Rate Relief

Who will qualify?

- 1) Only occupied properties with a rateable value of less than £15,000 can be considered for the relief.
- 2) Ratepayers occupying only one property in England and Wales with a rateable value of less than £15,000 will qualify for the relief
- 3) Ratepayers occupying or jointly occupying more than one property in England and Wales may also qualify, providing the additional properties each have a rateable value of less than £2,900 and the total value of all the properties remains below £20,000. In these cases only the main property will be eligible for the relief.
- 4) Ratepayers who have taken on additional properties since 1st April 2012 will benefit from additional support which means they will retain the relief on their original premises for a 12 month period.

How much will it be?

- 1) All eligible properties (with rateable values below £51,000) will have their bill calculated using a reduced multiplier (e.g. in 2017/18 this will be 46.6p in the pound instead of 47.9p)
- 2) Eligible properties with a rateable value of less than £12,000 will get 100% rate relief
- 3) For eligible properties with a rateable value between £12,000 and £15,000 the amount of relief will reduce on a sliding scale of 1% for every £30 below £15,000 rateable value..

How to apply

Ratepayers must complete, sign and return this application form to the Business Rates Section in order to apply for Small Business Rates Relief. 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 must sign
- b) a trust - a trustee of that trust must sign
- c) a body corporate - a director of that body must sign; and
- d) in any other case, a person duly authorised to sign on behalf of the ratepayer

Changes of Circumstances

Ratepayers must notify the billing authority of particular changes in circumstances that may affect entitlement to the relief within 4 weeks, starting on the day after the change occurred. These changes are:

- 1) increases in the rateable value of a property occupied by the ratepayer which is not in the area of the billing authority granting the Small Business Rates Relief - these changes will have to be notified in writing
- 2) The ratepayer coming into occupation of any property which is not mentioned in their application for relief - these changes will have to be notified through a fresh application for Small Business Rate Relief.

When to apply

Ratepayers must make an application for relief in respect of each valuation period using the official application form. A valuation period is a period of five years for which a local Non-Domestic ratings list is in force. If the ratepayer does not take up occupation of any additional properties they will not need to apply for the relief more than once in each valuation period.

Further Information

If you need any further advice or help completing the application form please ring 01253 658658 or write to Revenues Service, Town Hall, Lytham St Annes, FY8 1LW or contact the Council by email at fylderevenues@blackpool.gov.uk.