



APPLICATION FOR SMALL BUSINESS RATE RELIEF

1. Address of the premises you are claiming relief for:

2. Name of the ratepayer(s) (or ratepayers, if a partnership)

3. The valuation period, or partial valuation period, for which relief is sought:

4. Business rate account number (If known)

5. If you are not a limited company please provide a home address for you and any partners

6. What is your trading name

7. Company number if the ratepayer is a limited company

8. Is the premises (named in (1) above) the only business premises in England that you occupy? (Please tick) No Yes

If no, please list the premises and provide a copy of each business rate bill for those that are outside of this council's area.

I declare that the information given in this form is true in all material respects.

This declaration must be signed by the ratepayer i.e. company director, a partner or sole trader

Name:

Signature of the Ratepayer:

Position with company:

Date:

Telephone Number:

Email address:

It is a condition of the relief being granted that the ratepayer notifies the billing authority immediately if he occupies or ceases to occupy another property within England. It is a criminal offence for a ratepayer to knowingly or recklessly give false information on this form.

SMALL BUSINESS RATE RELIEF

The Government brought into effect a new rate relief scheme on 1st April 2005 which, with later legislative amendments introduced to take effect from 1st April 2017.

Ratepayers who occupy a property with a rateable value which does not exceed £50,999 (and who are not entitled to other mandatory relief or are liable for unoccupied property rates) will have their bill calculated using the lower small business non-domestic rating multiplier, rather than the national non-domestic rating multiplier.

As the scheme currently stands, 100% relief will be awarded to qualifying ratepayers where the Rateable Value of the property for which relief is being claimed is less than £12,000, with the relief reducing to nil on a sliding scale on the Rateable Value, between £12,000 and £14,999.

NOTES

This form may be used for a first application for small business rate relief in a valuation period in respect of a property or for a fresh application that is required because the ratepayer has taken up occupation of an additional property. The appropriate part of the declaration must also be completed.

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 of non-domestic hereditaments) and if ratepayers do not take up occupation of any additional properties they may not need to apply for relief again. If they have made an application in respect of one valuation period and the conditions for relief which apply on the first day of a new valuation period are satisfied, their existing application in respect of the earlier valuation period will count as an application in respect of the new valuation period. In such cases, ratepayers do not need to make a fresh application in respect of the new 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 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 Section 8.

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—

- (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 properties the ratepayer occupies in England is not more than £27,999 (where the property for which relief is sought is situated in Greater London) or £19,999 (where the property for which relief is sought is situated outside Greater London).

Therefore, if ratepayers occupy more than one property, their entitlement to relief depends on the rateable values of the other properties they occupy. Where ratepayers occupy properties in more than one area, if the rateable value of a property outside the area of the billing authority granting the relief goes up, they must notify that billing authority of the increase. This does not require a fresh application but must be done in writing.

If ratepayers are uncertain about which billing authority area any of the properties they occupy is in, they should contact the authority which grants the 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;
- (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.

Please send your application form together with any supporting documents to:

Revenues Team,
Hawthorne House,
Rolling Mill Road,
Viking Industrial Park,
Jarrow,
NE32 3DP.
Telephone (0191) 4244299

If you have any queries regarding this form or Small Business Rate Relief please contact the Business Rates Team.

Further information is also available at <http://www.southtyneside.gov.uk>