

**REVENUE SERVICES**

Direct Line 01530 454499

Reference \_\_\_\_\_

**Application For Small Business Rate Relief**  
**1<sup>st</sup> April 2007 to 31<sup>st</sup> March 2010**

Name of Occupier \_\_\_\_\_

Company Registration Number \_\_\_\_\_

Address of the property on which the relief is sought \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ Post Code: \_\_\_\_\_

Correspondence address if different from the above \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ Post Code: \_\_\_\_\_

E-mail address: \_\_\_\_\_ Contact telephone No. \_\_\_\_\_

Please list the full postal address of any other properties that you occupy in England together with the rateable value:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Declaration**

I confirm that the assessments listed above are the only assessments in England occupied by:

**Name of ratepayer:** \_\_\_\_\_

*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 corporate body, a director of that body, and in any other case, a person duly authorised to sign on behalf of the ratepayer.*

Signature of the ratepayer/person authorised to sign

Date

\_\_\_\_\_  
Name & capacity of person signing

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

## The Small Business Rate Relief Scheme

From 1<sup>st</sup> April 2005, businesses with a rateable value less than £15,000 on the 2005 rating list may be able to get rate relief which will reduce their business rates.

To cover the cost of the relief, all businesses, which do not qualify, will be charged a 'small business rate supplement', which will be added to their rates bill.

### Will I qualify for relief?

Yes, if you meet one of the criteria below:

- you occupy only one property in England from which you carry out your business (that is, one 'rateable hereditament') **and** its rateable value in the 2005 rating list is less than £15,000; or
- you occupy more than one rateable property ('hereditament') but the total rateable value for them all is less than £15,000 **and** each 'additional' property has a rateable value less than £2,200. This might apply if you have one main property plus some car parking spaces, or a separate store or workshop. You can claim relief on the main property but you'll have to pay full rates for the additional properties, including the small business rate supplement.

### How much relief can I get?

It depends on the rateable value of your property:

Rateable Value	Amount of Relief
Less than £5,000	50% of your annual business rates.
£5,000 to £9,999	between 1% and 49% of your annual business rates. (The relief will be reduced by 1% for every £100 of rateable value above £5,000).
£10,000 to 14,999 (The 'Buffer Zone')	you won't get relief but you can claim exemption from the 'small business rate supplement' mentioned earlier. To qualify, you need to meet the same conditions described above under <b>Will I qualify for Relief?</b>

**NOTE: If this form is not completed fully and correctly the relief will NOT be granted. Therefore, please ensure that the form is fully completed and signed.**

Please return the form to:

**The Revenues Section, North West Leicestershire District Council, Council Offices, Coalville, Leicestershire, LE67 3FJ**

Please note that the initial Business Rate bill you receive in March may not include Small Business Rate Relief, applications will be considered as soon as possible after receipt. In the meantime if you have any queries regarding Small Business Rate Relief, or the new bill you receive, please contact the Revenues Section on 01530 454499.

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