

REVENUE SERVICES
Direct Line 01530 454499

APPLICATION FOR SMALL BUSINESS RATE RELIEF

Acc Ref.....
Prop ID

VALUATION PERIOD 1st April 2010 to 31st March 2015

This is a dual purpose form - please read the accompanying notes before you fill it in

Section 1 - Details of applicant

Name of Ratepayer

(Please state if limited company)

**Address of Registered Office
or other contact address**

.....

 Post code

Daytime telephone number

Email address

Fax number

Section 2 - FIRST APPLICATION

If this is the first application for Small Business Rate Relief in respect of the Valuation Period shown in the box at the top of this form, please complete this section.

A Full postal address of the property for which Small Business Rate Relief is being claimed

Rateable Value of this property (shown on front of the rates bill) £

Post Code :

Is this the ONLY non-domestic property in England occupied by the applicant ratepayer in Section 1?

(Please tick appropriate box)

YES [Go to Section 4]
 NO [Complete box B below before going to Section 4]

B Full postal address of all other non-domestic property that the applicant OCCUPIES in ENGLAND together with their respective rateable values.

	<u>Address</u>	<u>Rateable Value</u>
1		£
2		£

Please continue on a separate sheet if necessary and enclose with this form.

Section 3 - CHANGE OF CIRCUMSTANCES - OCCUPYING NEW PROPERTY

Please complete this section if, since the first application for this Valuation Period, the applicant ratepayer has started to occupy any non-domestic property in England (not previously notified to us as being occupied for the purpose of this relief) and the property for which the ratepayer is seeking relief remains unchanged. (This will be treated as a fresh application).

Full postal address of the property which the ratepayer has started to occupy since making the first application for Small Business Rate Relief in respect of this valuation period.

Address

Post Code :

Date of occupation	<u>Day</u>	<u>Month</u>	<u>Year</u>
--------------------	------------	--------------	-------------

Rateable Value (if known) £

Section 4 - DECLARATION

This form must be signed by the ratepayer or a person authorised to sign on behalf of the ratepayer.

* Please delete (a) or (b), as applicable.

* (a) I confirm that the properties listed in Section 2 are the only non-domestic properties in England occupied by the ratepayer shown in Section 1.

OR

* (b) I confirm that the change listed in Section 3 is the only change relating to properties in England occupied by the ratepayer shown in Section 1 and that the date of the change is accurate and correctly shown.

Signed :

Name (in capitals) :

Position or capacity of the 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.

PLEASE READ AND RETAIN THE ACCOMPANYING NOTES WHICH FORM PART OF THE APPLICATION FORM.

Please return the completed application form to :

**Revenue Services Section
North West Leicestershire District Council
Council Offices
Coalville
Leicestershire
LE67 3FJ**

Telephone : (01530) 454499

E-mail: revenues@nwleicestershire.gov.uk

REVENUE SERVICES
Direct Line 01530 454499

NOTES - SMALL BUSINESS RATE RELIEF

These guidance notes form part of the application form. Please read them before completing the form and retain them for future reference.

This form may be used for a first application for Small Business Rate Relief in a valuation period in respect of a (non-domestic) property or for a fresh application that is required because the ratepayer has taken up occupation of an additional (non-domestic) property. SEE BELOW FOR DETAILS ON HOW TO COMPLETE THE FORM AND FOR THE CHANGES IN CIRCUMSTANCE OF WHICH WE MUST BE NOTIFIED.

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 properties) and if ratepayers do not take up occupation of any additional non-domestic properties they may not need to apply for Small Business Rate Relief again. If they have made 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** non-domestic property (of up to rateable value £17,999 for the 2010-15 valuation period). A first application for relief in a valuation period must be made using Section 2 (Section 3 is not applicable) and **all properties in England occupied by the ratepayer** must be listed.

Where, after making application, the ratepayer starts to occupy an additional non-domestic property but wishes to continue receiving relief in respect of the same property as previously declared, a fresh application must be made by completing Section 3 (Section 2 is not applicable in this case).

It should be noted that, for any particular day, the ratepayer's occupation of an additional non-domestic property in England will be disregarded where (for the 2010-15 valuation period) -

(a) its rateable value shown in the local non-domestic rating list for that day is not more than £2,599 **and**

(b) the aggregate rateable value on that day of all the properties the ratepayer occupies in England is not more than £17,999 (where the property for which relief is sought is outside Greater London).

Therefore, if ratepayers occupy more than one non-domestic property, their entitlement to relief will depend on the rateable values of the other non-domestic properties they occupy in England. Where ratepayers occupy non-domestic properties in more than one Council's area, if the rateable value of a property outside the area of the Council granting the relief goes up, they must notify that Council of the increase. This does not require a fresh application but must be done in writing. If ratepayers are unsure of which Council (Billing Authority) area any of the properties they occupy are in, they should contact the Council (Billing Authority) granting the relief for assistance.

Warning - it is a criminal offence for a ratepayer to give false information when making an application for Small Business Rate Relief.

NOTES ON HOW TO COMPLETE THIS FORM

* **This is a dual purpose form.**

This form may be used for a first application for Small Business Rate Relief in a Valuation Period in respect of a non-domestic property (Section 2 refers) OR for a fresh application that is required because the ratepayer has taken up occupation of an additional non-domestic property (Section 3 refers).

Sections 1 and 4 of the form must be completed in all cases.

In **Section 1** please give details of the ratepayer applying for the relief. Please state if the ratepayer is a limited company or plc. If the business is a partnership, please give details of all partners and also give the trading name. Sole traders should also state their trading name (if applicable).

Either

* If this is a **first application**, **Section 2** must be completed (Section 3 is not applicable and should be left blank).

In box A give details of the property for which the relief is being claimed. (Small Business Rate Relief may only be claimed in respect of ONE of the ratepayer's properties).

Tick the appropriate box to indicate if the applicant ratepayer occupies other non-domestic property in England and then move to the next part of the form as directed.

If directed to complete box B, enter here details of all other non-domestic properties **in England** that are **occupied** by the applicant ratepayer shown in Section 1. (Note: *Rateable Value will be found on the appropriate rates bill*).

When making a first application under Section 2, please delete declaration (b) in **Section 4**.

or

* If this is a **fresh application** due to the ratepayer having taken up occupation of an additional property, **Section 3 - Change of Circumstances** must be completed (Section 2 is not applicable and should be left blank) and declaration (a) in **Section 4** should be deleted.

The application must be signed (**Section 4**) by the ratepayer or a person authorised to sign on behalf of the ratepayer. This means, where the ratepayer is -

- (i) a partnership, signed by a partner of that partnership;
- (ii) a trust, signed by a trustee of that trust;
- (iii) a body corporate, signed by a director of that body;
- (iv) none of the above, signed by the individual ratepayer or a person duly authorised to sign on behalf of that ratepayer.

Please ensure that the form is properly signed and dated before returning it to the Council at the address given at the bottom of the form.

CHANGES IN CIRCUMSTANCE THAT MUST BE NOTIFIED TO THE COUNCIL.

IMPORTANT You must notify the Council if either :

- **the applicant ratepayer takes up occupation of a non-domestic property that the ratepayer did not occupy at the time of making application for this relief.**
(Request a copy of this form and complete Section 3 - Change of Circumstances)

or

- **there is an increase in the rateable value of a property occupied by the applicant ratepayer in an area other than that of North West Leicestershire District Council.**
(This must be notified to us in writing - please state the full postal address of the property concerned, the old and new rateable value of it, and the date from which the new rateable value takes effect).

You must notify the Council of any of the above changes within 4 weeks of the change occurring otherwise some relief will be lost.

The Council's contact details are :

**Revenue Services Section
North West Leicestershire District Council
Council Offices
Coalville
Leicestershire
LE67 3FJ**

Telephone : (01530) 454499

E-mail: revenues@nwleicestershire.gov.uk