

NON DOMESTIC RATES

APPLICATION FOR SMALL BUSINESS RATE RELIEF

This form may be used to apply for Small Business Rate Relief for the remainder of the valuation period, i.e. 1st April 2007 to 31st March 2010.

You must read the notes attached before completing and returning the form.

1. PLEASE STATE:

(a). Name of ratepayer(s):

.....
.....

Trading name:

.....

Contact address:

.....
.....
.....

Business Rate account number:

Contact telephone number:

Fax number:

E-mail address:

(b). The valuation period or partial valuation period for which relief is sought:

.....**1st April 2007 to 31st March 2010**

2. PLEASE GIVE THE FULL ADDRESS (INCLUDING POSTCODE) OF THE FOLLOWING:

(a) The hereditament (rated property) for which rate relief is sought:

.....
.....

(b) Any other hereditaments in England occupied by the ratepayer(s). Please do not include properties for which you pay Council Tax.

.....
.....
.....
.....

(Continue on another sheet if necessary.)

DECLARATION

I confirm that the hereditaments listed in Part 2 above are the only hereditaments in England occupied by:

.....
(Please insert the name of the ratepayer using block capitals.)

Name of person signing if different from above (please use block capitals):

.....

Signature of ratepayer or person authorised to sign (see Notes overleaf)

.....

Capacity of person signing:.....

Date:

NOTES

A 'hereditament' is a property shown in the Non-Domestic Rating List.

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 the ratepayer does not take up occupation of any additional properties they will not need to apply for relief more than once in each valuation period.

Small Business Rate Relief can only be claimed for one property. Application for relief for the remainder of the 2005 to 2010 valuation period in respect of a property should be made using the form above and all properties in England occupied by the ratepayer must be listed in part 2. 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. (Please contact the Business Rates office to request a new application form). 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 £2,199; and
- (b) the aggregate rateable value on that day of all the properties the ratepayer occupies in England is not more than £21,499 (where the property for which relief is sought is situated in Greater London) or £14,999 (where the property for which relief is sought is situated outside Greater London).

Therefore, if the ratepayer occupies more than one property, their entitlement to relief is dependent on the rateable values of the other properties they occupy. 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 that billing authority of the increase. This does not require a fresh application but must be done in writing. If the ratepayer is 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 RETURN THE COMPLETED APPLICATION FORM TO:

**The Business Rates Section, Runnymede Borough Council,
Civic Offices, Station Road, Addlestone, KT15 2AH**

Telephone: 01932 425415/425412 Fax: 01932 838384
e-mail: businessrates@runnymede.gov.uk