

**APPLICATION FOR SMALL BUSINESS
RATE RELIEF**



Nottingham Road
Melton Mowbray
Leicestershire
LE13 0UL
Tel: 01664 502502
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Please read the notes overleaf then answer all of the questions and sign the declaration before sending it back to us.

1a. Name of the ratepayer applying for relief:

1b. The valuation period for which relief is sought:

1c. Account Reference (shown on your bill):

2a. If this is the first application in the valuation period, what is the address of the property for which relief is being sought: (if this is a subsequent application, please ignore question 2 and go straight to question 3)

2b. Please state the current rateable value of the property for which relief is sought: (shown on your bill):

2c. Please state the full address(es) and current rateable value(s) of any other business properties that you occupy in England: (then ignore question 3 and go straight to 4a overleaf)

3a. If you have occupied another business property in England since making your first application for this valuation period, but the property for which you are seeking relief remains unchanged, please state the full address and rateable value of this additional property.

3b. What date did you occupy this property:

If you have completed 3b, please now to 4b overleaf.

Declaration – please read the notes below then complete question 4a or 4b as applicable.

4a. I confirm that the properties stated in question 2 are the only properties in England that our business occupies.

Signature of the ratepayer Print name

Capacity of person signing

Telephone number Date

4b. I confirm that the changes stated in question 3 are the only changes relating to the properties in England occupied by our business and that the date of those changes are correct.

Signature of the ratepayer Print name

Capacity of person signing

Telephone number Date

NOTES

This form may be used for either the first application for small business rate relief in a valuation period in respect of a property or for a subsequent application that is required because the ratepayer has taken up occupation of an additional property. Question 2 must be completed for a first application in a valuation period and question 3 for a subsequent application. The appropriate part of the declaration must also be completed and the application must be signed by the ratepayer or a person authorised to sign on their behalf. The part that is not applicable must then be deleted.

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 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 and in determining entitlement to relief, the billing authority will disregard any other property the ratepayer occupies in England where:

- (a) the rateable value of each property shown in the local non-domestic rating list for that day is not more than £2,599 and
- (b) the aggregate rateable value of all the properties the ratepayer occupies in England, including the property for which relief is sought, is not more than £25,499 (where the property for which relief is sought is situated in Greater London) or £17,999 (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 dependant 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 billing authority granting the relief goes up, the ratepayer must notify that billing authority of the increase. This does not require a subsequent application but it must be done in writing.

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

ANY QUERIES RELATING TO THE COMPLETION OF THIS FORM PLEASE CONTACT OUR CUSTOMER SERVICE CENTRE ON 01664 502502.