

# Small Business Rate Relief

## Application Form

The Non-Domestic Rating (Small Business Rate Relief)(Amendment)(England)Order 2006



Property Reference: \_\_\_\_\_

2005 Local List Rateable Value: £ \_\_\_\_\_

Date: \_\_\_\_\_

1(a)	Confirm the name of the ratepayer and their corresponding address, fax number, telephone number and e-mail address:	
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1(b)	State the date(s) within this Valuation periods for which relief is sought: (e.g. 1/4/2007 to 31/3/2010)	
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2(a)	Confirm the full address of the property for which you are claiming Small Business Rate Relief:	
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2(b)	Property Address	Rate account no.	Rateable Value	Vacant or occupied?
Give the full address of all other hereditaments in England for which you are liable for non-domestic rates and indicate the rateable value of each hereditament and whether it is occupied or not. If you are not responsible for any other non-domestic property then please state "NONE" in the adjacent box				

### Declaration

**This form must be signed by the ratepayer. Where the ratepayer is not a private individual this can be a partner, trustee, or (for a corporate ratepayer) a director.**

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

Signature of the ratepayer: \_\_\_\_\_ Date: \_\_\_\_\_  
(person authorised to sign)

Capacity of person signing: \_\_\_\_\_  
(e.g. the ratepayer, finance director, managing director)

**The information given on this form will be recorded on computer and will be subject to the provisions of the Data Protection Act 1998. It will be checked against other information held and may also be used to amend the Council's council tax and benefit records. It is a criminal offence to give false information when making an application for Small Business Rate Relief. You must notify me if your circumstances change after submitting this application.**

### Please return the completed form to:

Revenues and Benefits, The Royal Borough of Kingston, Guildhall 2, Kingston upon Thames, Surrey, KT1 1EU

## Small Business Rate Relief

The enclosed form is sent to help the Council to decide whether you qualify for Small Business Rate Relief. Details of the scheme are given below and more information is available on the internet at [www.mybusinessrates.gov.uk](http://www.mybusinessrates.gov.uk) or by telephoning this office. If you apply and the relief is awarded, this will mean that you will pay less rates than you would do otherwise.

If you wish to apply, please complete and return this form to me as soon as possible. No relief can be awarded unless a written application is received and signed by the ratepayer or authorised person.

If you have received more than one copy of this form and wish to apply for relief, please complete one form in respect of your "main" business property only. You should submit your application for relief to the Council as soon as possible & in any case within six months of the end of the financial year to which it relates.

Businesses with rateable values of £21,500 & over cannot qualify for this relief.  
Unoccupied properties cannot qualify for relief.

### **Provided that a completed form is received**

Eligible businesses with rateable values of £5,000 or below will have their liability calculated using the small business multiplier and then get a further reduction of 50% rate relief.

Eligible businesses with rateable values over £5,000 but not over £10,000 will have their liability calculated using the small business multiplier. The 50% relief will be reduced on a sliding scale of 1% for every £100 of rateable value over £5,000.

Eligible businesses with rateable values over £10,000 but not over £21,500 will have their liability calculated using the small business multiplier, but will not get any additional relief.

The relief is available each year of the Valuation period to ratepayers who occupy:

- only one business property in England, or
- one main business property and other additional properties, providing the additional properties have individual rateable values of less than £2,200 **and** the combined rateable value of all the properties is under £21,500 (£15,000 for property outside the London area). The charge on the additional properties will be based on the higher non-domestic rating multiplier. Additional properties that are unoccupied are disregarded.
- property which is shown on the Local Valuation List on the first day of the financial year.

Any relief granted will be shown on your rates bill.

Ratepayers who are granted this relief and who wish to continue to qualify for this relief for the next Valuation Period must complete a renewal form. Renewal forms will be sent to eligible businesses at the appropriate time – you will not need to request this.

If your business ceases to be eligible on a day during the year, the relief will cease on that day.

### **Funding of the Small Business Rate Relief**

This scheme is funded by a supplement on the rates bills of those businesses not eligible for the relief (regardless of their rateable value). This supplement is built into the higher non-domestic rating multiplier.