



THE ROYAL BOROUGH OF
KINGSTON
UPON THAMES

Small Business Rate Relief

Application Form

The Non-Domestic Rating (Small Business Rate Relief)(Amendment)(England)Order 2017

Property Reference:

Account Number:

2017 Local List Rateable Value: £

Date:

--

**Revenues and Benefits
Guildhall 2
Kingston upon Thames
KT1 1EU
Te:0208 547 5007**

1(a)	Confirm the full name of the business, correspondence address, telephone number and e-mail address of the ratepayer:	
------	----------------------------------------------------------------------------------------------------------------------	--

1(b)	State the date(s) within this valuation period for which relief is sought: (e.g. 1/4/2017 to 31/3/2023)	
------	------------------------------------------------------------------------------------------------------------	--

2(a)	Confirm the full address of the property for which you are claiming Small Business Rate Relief:	
------	-------------------------------------------------------------------------------------------------	--

2(b)	Confirm when the property became occupied (stock , office equipment brought into the property)?	
2(c)	When did you start trading at this property?	

	2(d)	Property Address	Rate account no.	Rateable Value	Vacant or occupied?
	List the addresses of all other property in England which you are the ratepayer for. Confirm the rateable value of each property and whether it is occupied or not. If you are not the ratepayer for any other property then 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.

Small Business Rate Relief

There is no requirement in law for an application form to be completed. 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.businesslink.gov.uk or by telephoning this office. If you apply and the relief is awarded, this will mean that you will pay less in rates than you would do otherwise.

If you wish to apply, please complete and return this form as soon as possible.

Unoccupied properties cannot qualify for relief.

From 1 April 2017, eligible businesses with a rateable value of up to £12,000 are entitled to 100% relief on their bill. Where a rateable value is between £12,001 and £15,000, entitlement to the relief is calculated on a sliding scale between 100% and 0%.

From 1 April 2017, all occupied business premises with rateable values below £51,000 will have their liability calculated using the small business multiplier. This does not apply where mandatory rate relief has been applied for charities and community amateur sports clubs.

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 £2,900 **and** the combined rateable value of all the properties is under £28,000. Additional properties that are unoccupied are disregarded.
- Businesses occupying a second property with a rateable value of £2,900 or higher, will continue to receive relief for twelve months on their original property only.

If you have more than one property and you wish to apply for relief, please complete one form in respect of your “main” business property only. **You can only qualify for small business rate relief for one property.** The combined rateable value of any second properties must be less than £2,900. You should submit your application for relief to the Council as soon as possible.

Any relief granted will be shown on your rates bill.

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. This supplement is built into the higher non-domestic rating multiplier.