



NORTH WARWICKSHIRE BOROUGH COUNCIL

Directorate of Resources, The Council House,
South Street, Atherstone, Warks, CV9 1DE

Tel: 01827 719344 Fax: 01827 719225
Email: businessrates@northwarks.gov.uk

If you wish to claim Small Business Rate Relief, please read the notes provided then answer all the questions on the form. The declaration overleaf must be signed and dated before returning it to the address above.

ANY QUERIES REGARDING COMPLETION OF THIS FORM, PLEASE CONTACT OUR TEAM ON THE TELEPHONE NUMBER ABOVE.

Account Reference (If known): _____

Non-Domestic Rates Application for Small Business Rate Relief

1 Full name of the ratepayer applying for Small Business Rate Relief:

2 Full address of the property for which Small Business Rate Relief is being applied for:

3 Please provide the full addresses of any other **business** properties that you occupy in England and Wales (continue to a separate sheet if required). If none, please write 'NONE' in the box below:

4 Please state the date from which you wish to claim Small Business Rate Relief:

Declaration

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

I confirm that the property listed above is the only premises occupied by the ratepayer in England.

Signature:	Print name:
Capacity of person signing: i.e. Proprietor/Partner/Director	Date:
Telephone number:	Email address:

WARNING: It is a criminal offence for the ratepayer to give false information when making an application for Small Business Rate Relief.

All information must be provided in full to enable your application to be considered.

Notes on Small Business Rate Relief

Ratepayers who occupy a property with a rateable value which does not exceed £50,999 (and who are not entitled to other mandatory relief or are liable for unoccupied property rates) will have their bill calculated using the lower small business non-domestic rating multiplier, rather than the national non-domestic rating multiplier.

If the sole or main property is shown on the rating list with a rateable value which does not exceed £15,000, the ratepayer will receive a percentage reduction in their rates bill for this property of up to a maximum of 100%. For a property with a rateable value of not more than £12,000, the ratepayer will receive a 100% reduction in their rates bill.

This percentage reduction (relief) is only available to ratepayers who occupy either-

- (a) one property, or
- (b) one main property and other additional properties providing those additional properties each have a rateable value which does not exceed £2,899.

The rateable value of the property mentioned in (a), or the aggregate rateable value of all the properties mentioned in (b), must not exceed £19,999 outside London or £27,999 in London on each day for which relief is being sought. If the rateable value, or aggregate rateable value, increases above those levels, relief will cease from the day of the increase. The Government has introduced additional support to small businesses. For those businesses that take on an additional property which would normally have meant the loss of small business rate relief, the Government has confirmed that they will be allowed to keep that relief for a period of 12 months.

Provided the ratepayer continues to satisfy the conditions for relief which apply at the relevant time as regards the property and the ratepayer, they will automatically continue to receive relief in each new valuation period.

Certain changes in circumstances will need to be notified to the local authority by a ratepayer who is in receipt of relief (other changes will be picked up by the local authority).

The changes which should be notified are-

- (a) the ratepayer taking up occupation of an additional property, and
- (b) an increase in the rateable value of a property occupied by the ratepayer in an area other than the area of the local authority which granted the relief.

Interaction with other reliefs

- Where a property is eligible for charitable rate relief and small business relief it shall receive charitable relief;
- Where a property is eligible for rural rate relief and small business rate relief it shall receive rural rate relief;
- Where a property is eligible for all three reliefs it shall receive charitable relief.