

Account Number:

Property Reference:



Application for Small Business Rate Relief

Please read the attached notes before completing this application form

Section 1 (a) Details of your organisation

Name of ratepayer
(Title, Forenames, Surname or Limited
Company/Limited Liability Partnership
Name)

Trading name

LLP/Limited/Plc Company -
provide registration number and
registered address

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Contact E-mail

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Contact Telephone Number

Section 1 (b) Claim Period

The date from which relief is
sought

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Section 2 First Application

Please provide the full address of:

(a) the property/address for which
small business rate relief is sought

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(b) any other property in
ENGLAND the ratepayer occupies

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RV

If you occupy more than 2 properties supply
details below or on a continuation sheet.

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RV

Section 3 Change in Circumstances

If the application is being made to notify **the City of London** of a change in circumstances but the hereditament for which the ratepayer is seeking relief remains unchanged state:

(a) The address of the property in England which the ratepayer has started to occupy since making the first application

(b) the date on which the ratepayer started to occupy that property (DD/MM/YY)

Section 4 Declaration

*I confirm that the properties listed in section 2 are the only hereditaments in England occupied by [Insert ratepayers name]

or

*I confirm the changes listed in section 3 are the only changes relating to properties in England occupied by [Insert ratepayers name]

and the date of those changes have been correctly recorded.

***Delete as applicable**

Name of Signatory (In Capitals)

Signature

Position held in organisation

Date:

**Completed application to be returned to:
City of London Business Rates
PO Box 270
Guildhall
London
EC2P 2EJ**

SMALL BUSINESS RATE RELIEF

IMPORTANT: THESE NOTES FORM PART OF THE APPLICATION FORM.

This form may be used for a first application for small business rate relief, or because the ratepayer has taken up occupation of an additional property.

Small business rate relief can only be claimed for one property. A first application for relief should be made using paragraph 2 (paragraph 3 is not applicable) and all properties in England occupied by the ratepayer must be listed.

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, paragraph 3 should be completed (paragraph 2 need not be completed). 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 £2,899; **and**

(b) the aggregate rateable value on that day of all the properties the ratepayer occupies in England is not more than £27,999 (where the property for which relief is sought is situated in Greater London) or £19,999 (where the property for which relief is sought is situated outside Greater London).

Therefore, if ratepayers occupy more than one property, their entitlement to relief depends on the rateable values of the other properties they occupy. Where ratepayers occupy properties in more than one area, if the rateable value of a property outside the area of the billing authority granting the relief goes up, they must notify that billing authority of the increase. This does not require a fresh application but must be done in writing.

If ratepayers are uncertain about which billing authority area any of the properties they occupy is in, they should contact the authority which grants the relief.

From 14 February 2014, ratepayers are entitled to keep an existing award of small business rate relief for 12 months where they take up occupation of an additional eligible property, which would have previously disqualified them from the relief

The application must be signed by 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.
- D. a sole trader, the sole trader.

Please sign below to confirm you have read and understand the above:

Signed: - _____ Print Name: - _____

Position: - _____ Date: - _____