

APPLICATION FORM FOR SMALL BUSINESS RATE RELIEF

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

Section 1

Details of your organisation

Rate Account Number (shown on bill)

Name and address of the ratepayer (Title, Forename, Surname or Limited Company Name)

Trading Name

Type of Business (Please tick) Sole Trader

Joint Ratepayers

Partnership

Limited Company

Limited Company/PLC please give registration number

Joint Ratepayer or Partnerships
Please give Title, Forename and Surname for
each person

Telephone Number

Email address

Claim Period

Occupation Date or Date relief claimed from

Valuation List period

Section 2 (First Application)

Details of the premises for which the application is being made

Full Address of the premises the relief is for

Full Address of any other Business Properties you occupy

Section 3 Change in Circumstances

If this application is being made to notify the London Borough of Richmond of a change in circumstances but the business premises for which you are seeking relief remains unchanged, Please provide

The address of the property at which you are currently receiving Small Business Rates Relief.

The address of the new business premises in England that you have started to occupy since making your first application for the valuation period

The date on which you started to occupy the above business premises

Section 4 Declaration
Please Delete as applicable

* I confirm that the business premises listed in Section 2 are the only business premises in England occupied by (insert name of ratepayer)

OR

* I confirm that the changes listed in Section 3 are the only changes relating to the business premises in England occupied by (insert name of ratepayer)

and the date of those changes has been accurately recorded.

As far as I know and believe, the information I have given on this form is correct. I understand that if I knowingly give any incorrect or untrue information that I may be liable to prosecution for theft by obtaining financial advantage by deception and possible summary conviction to a fine not exceeding level two on the standard scale.

I am aware that as a condition of any award of Small Business Rate Relief I (the ratepayer) must advise the council of in following circumstances.

- Where the rateable value of any property you occupy in another Council area increases
- You occupy any property, which is not mentioned on your previous application for relief.

Signature of the ratepayer or person authorised to sign on behalf of the ratepayer*

Name of signatory

Position held in organisation

The application must be signed by the ratepayer or a person authorised to sign on their behalf. This means, where the ratepayer is

- A partnership, **a partner of that partnership**
- A trust, **a trustee of that trust**
- A body corporate, **a director of that body or**
- In any other case, a person duly authorised.

GUIDANCE NOTES – PLEASE READ

This form may be used for a first application for small business rate relief in a valuation period in respect of a property or for a fresh application that is required because the ratepayer has taken up occupation of an additional property. **Section 2 must be completed for a first application in a valuation period** and Section 3 for a fresh application. The appropriate part of the declaration must also be completed and the part which is not applicable 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 business premises). 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. A first application for relief in a valuation period in respect of a property should be made using Section 2 (Section 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, a fresh application must be made by completing section 3 (section 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 £2,600; and
- b) the aggregate rateable value on that day of all the properties the ratepayer occupies in England is not more than £25,500 (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 dependent 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 area of the billing authority granting the relief goes up, the ratepayer must notify that billing authority of the increase. This does not require a fresh application but must be done in writing.

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

The application must be signed by the ratepayer or a person authorised to sign on behalf of 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, and in any other case, a person duly authorised to sign on behalf of the ratepayer.

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

Please send the completed application form to: -

Business Rates
London Borough of Richmond Upon Thames
Civic Centre
44 York Street
Twickenham
TW1 3BZ

If you have any queries please telephone us on 020 8891 7725, alternatively you can write to us at the above address or go to our website at www.richmond.gov.uk

Further information can also be found at www.mybusinessrates.gov.uk a Government-funded site, designed to provide businesses with a single source of clear and concise information on business rates.