



Business and Community Transformation
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National Non-Domestic Rates – Application for Small Business Rate Relief

Payer Reference Number:

Name and Address of Ratepayer:

Address of Hereditament (Property) for which relief is sought:

Please state the year for which you are claiming relief. If for part only of the year, please state the dates within the financial year for which relief is sought:

Please state the full address of any other property occupied by you or for which you pay Business Rates. If none, please state NONE.

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

(Please insert the name of the ratepayer here)

Signed..... Date

Full Name

Capacity in which signed.

Contact Telephone Number:

Email address:

Acceptable signatories: Owner/occupier; where the ratepayer is a partnership, a partner; where the ratepayer is a trust, a trustee; where the ratepayer is a corporate body, a director

PLEASE NOTE THAT IT IS A CRIMINAL OFFENCE FOR A RATEPAYER TO GIVE FALSE INFORMATION WHEN MAKING AN APPLICATION FOR SMALL BUSINESS RATE RELIEF

Relief Available:

If your rateable value is less than £6,000 the small business rate multiplier can be used and you can also get 50% rate relief.

To help small businesses the relief was increased to 100% from 1 October 2010 as a temporary measure and currently this extra help has been extended through to 30 September 2012.

If your rateable value is between £6,001 and £11,999 the small business rate multiplier is still used but the rate relief will decrease on a sliding scale from 100% at the lower end down to 0% at the upper end of this range.

If your rateable value is between £12,000 and £17,999 the small business rate multiplier is used but there is no additional relief.

Relief is applied to one non-domestic property only.

Qualification Requirements:

The property must be within the thresholds above.

Relief is only available to ratepayers with either:

- one property, or
- one main property and other additional properties providing those additional properties have rateable values less than £2,600 and the total value all the properties remains under the threshold (i.e. £18,000).

The Charge on the other properties:

The additional property charges (those under £2,600 rateable value) will be calculated using the higher non-domestic rating multiplier.

Application:

Where the ratepayer is a person, the ratepayer must sign the application, and in any other case, i.e. a company, it must be signed by a person with authority to sign on behalf of the ratepayer.

Currently you can apply for Small Business Rate Relief at any time during the current Valuation Period and for a further 6 months after either the end of this period. You can also apply up to 6 months after the date the authority is told about a change in the rateable value that means the property would be eligible for relief if this is later.

A Valuation Period is the period of 5 years for which a local non-domestic rating list is in force.

This means you can still get Small Business Rate Relief backdated to 1 April 2010 although if you think you may be eligible you should apply as soon as possible in case the rules change in future.

If you have any queries, or wish to discuss the matter further, please contact the National Non-Domestic Rates telephone helpline at Dover District Council: telephone (01304) 872199