



**NATIONAL NON-DOMESTIC RATE
SMALL BUSINESS RATE RELIEF APPLICATION
2017-2022**

Bill Ref:

Prop Ref:

Date of issue:

PERIOD OF CLAIM (Valuation Period)	FROM:	TO:
---	--------------	------------

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 additional property.

- **Sections 1 and 2** must be completed for a **1st** application in a valuation period.
- **Sections 1 and 3** must be completed for a **fresh** application following occupation of additional property.
- **DECLARATION** the appropriate part of the declaration must also be completed and the part which is not applicable deleted. **Failure to do so will result in a delay in processing your application.**

Section 1 (to be completed for all applications)

NAME(S) OF RATEPAYER:			
ADDRESS OF RATEPAYER:			
TELEPHONE NUMBER:		FAX NUMBER:	
EMAIL ADDRESS:			

Section 2 (to be completed if the application is the 1st in the valuation period in respect of a property)

ADDRESS OF PROPERTY FOR WHICH RELIEF IS CLAIMED:		
RATEABLE VALUE OF PROPERTY:	£	

Please provide details below of any **other** property / properties for which you have a **non-domestic rate** liability **anywhere** in England. If there are no properties, please state "**NONE**".

ADDRESS OF <u>OTHER</u> PROPERTY	BILL REFERENCE NUMBER (As shown on your rates bill)	RATEABLE VALUE	OCCUPIED OR EMPTY? (Please specify)
1.			
2.			

Continue on a separate sheet if required

Note: No account shall be taken of any other property the ratepayer occupies in England where:-

- The rateable value of each additional property shown in the local non-domestic rating list for that day is not more than £2,900; and
- The aggregate rateable value of all the properties occupied in England, including the property for which relief is sought, is less than £20,000.

Section 3 (to be completed if the application is to notify of a change of circumstances but the property for which the ratepayer is seeking relief remains unchanged)

ADDRESS OF PROPERTY WHICH RATEPAYER HAS STARTED TO OCCUPY SINCE MAKING THEIR FIRST APPLICATION:	
DATE STARTED TO OCCUPY THE ABOVE PROPERTY:	

DECLARATION

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.

* I confirm that the properties listed in Section 2 are the only properties in England occupied by

.....

OR

* I confirm that the changes listed in Section 3 are the only changes relating to properties in England occupied by

.....

and the date of those changes has been accurately recorded.

****delete as appropriate***

 (Signature of the ratepayer / person authorised to sign)

 (Capacity of person signing)

 (Date)

WARNING

This application covers the period 01.04.2017 to 31.03.2022

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

Changes of circumstances should be declared promptly. Failure to report a change within 4 weeks will result in a loss of your Small Business Rate Relief entitlement.

The information given on this form may be held on computer. If so, it 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.



Small Business Rate Relief Scheme Summary Guide

Stafford Borough Council
Civic Centre, Riverside
Stafford
Staffordshire
ST16 3AQ

www.staffordbc.gov.uk
Helpline No. 01785 619282

Outline of the Scheme

1 April 2017 – 31 March 2022

Eligible properties with a rateable value of £12,000 or less will get 100% rate relief. This will decrease on a sliding scale from 100% to 0% for properties with rateable values between £12,001 to £15,000.

Example If your rateable value is £13,500 then you will get 50% relief; if your rateable value is £14,000 then you will get 33% relief off your bill.

If your property in England has a rateable value below £51,000 then your bill will be automatically calculated using the small business multiplier, which is lower than the standard one. The small business multiplier is 46.6p and the standard multiplier is 47.9p from 1 April 2017 to 31 March 2018.

Unoccupied properties cannot qualify for the relief.

If you use more than one property

When you get a second property, you will keep getting any existing relief on your main property for 12 months.

You can still get small business rate relief on your main property after this if both of the following apply:

- None of your other properties have a rateable value above £2,899
- The total rateable value of all of your properties is less than £20,000

Changes of Circumstances

The ratepayer must notify the billing authority of particular changes in circumstances that may affect their entitlement to the relief, within **four weeks** starting on the day **after** the change occurred.

These changes are:

- Increases in the rateable value of a property occupied by the ratepayer which is not in the area of the billing authority granting Small Business Rate Relief – these changes will have to be notified in writing; and
- The ratepayer coming into occupation of any property which is not mentioned in their application for relief – these changes will have to be notified through a fresh application for Small Business Rate Relief.

Failure to notify the authority will mean that the ratepayer will no longer be entitled to the relief. If the ratepayer notifies the authority after the 4 week period, the ratepayer would lose relief from the day after the date of change until the day on which the authority is notified.

Calculation of the Bill

The relief will be applied to one property only.

The threshold of £20,000 will be based on the location of the main property – not the location of the additional properties.

The bill will be calculated for each chargeable day for which it remains eligible. As soon as a ratepayer fails to meet the criteria above, they are no longer due the relief.

Charge on the other Properties

The charge on the additional properties with rateable values less than £2,900 will be based on the small business non-domestic rating multiplier.

Registration

This application form may be used for a first application for Small Business Rate Relief in a valuation period (1 April 2017 to 31 March 2022) in respect of a property **or** for a fresh application that is required because the ratepayer has taken up occupation of an additional property.

Applications for a valuation period may be accepted up to six months before the start of the valuation period and up to six months after the end of the valuation period concerned.

For applications for small business rate relief prior to 1 April 2017 then please contact this office to discuss further as the eligibility criteria will be different.

Where the local non-domestic rating list is altered, applications may be accepted up to six months after the date of notification of the alteration.

Where the ratepayer is a person, the application must be signed by the ratepayer 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.

The application form may be submitted electronically to revenues@staffordbc.gov.uk. Alternatively, applications can be made over the telephone by ringing the Business Rates Team on 01785 619282. Further details and more information is available on the internet at www.staffordbc.gov.uk

For more information or assistance in completing this form, please do not hesitate to contact the Business Rates Team on 01785 619282.