

Application for Small Business Rate Relief
(Local Government Act 2003)

Name of Organisation

.....

Address of property for which relief is being claimed

.....

.....

Address for Correspondence

.....

.....

Telephone No.....

Fax No.....

E-mail.....

Non-Domestic Rate account number N.....

Current Rateable Value £.....

Do you occupy any other Non-Domestic properties in England? YES/NO

If yes, please provide details below

1. Address

.....

.....

Current Rateable Value £.....

Name of Local Authority Rates are paid to

Please turn over



2. Address

.....
.....

Current Rateable Value

£.....

Name of Local Authority Rates are paid to

Please list any further properties on a separate sheet of paper.

I confirm that the hereditament to which the application relates is the only hereditament* in England occupied by:

Name of organisation

.....

Signature

Please print full name

Capacity of person signing

Date

*No account shall be taken of any other hereditament the ratepayer occupies in England where -

(i) The rateable value of each such hereditament shown in the local non-domestic rating list for that day is not more than £2,599; and

(ii) The aggregate rateable value of all the hereditaments the ratepayer occupies in England, including the hereditament for which the relief is sought, is not more than £25,999 (where the hereditament is situated in Greater London) or £17,999 (where the hereditament for which relief is sought is situated outside Greater London).

Warning - the application must be signed by the ratepayer. Where, for example, the ratepayer is a company or partnership, it should be signed by a director of that company or one of the partners and the person signing should state his capacity.

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