



Resources
Benefit & Exchequer Services

Name and Address of Applicant	Your Ref: Our Ref: Please ask for: Business Rates Direct Line/Extension: 01432 260373 Fax: 01432 260484 E-mail: businessrates@herefordshire.gov.uk
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Dear Sir / Madam

APPLICATION FOR SMALL BUSINESS RATE RELIEF

Ratepayers are asked to read the following explanatory notes before completing this form.

Some ratepayers may be eligible to claim relief on the grounds that they are a small business.

You will be classed as a small business if:-

- a) you have only **one property**,* in England, on which you are liable (wholly or jointly) for the payment of non domestic rates,
- b) the rateable value of that property is £17,999 or less and remains below £17,999 throughout the financial year, and
- c) the property is occupied and you are not entitled to claim any other mandatory relief.

* If you do pay rates on other properties they will be disregarded if their rateable value is £2,599 or lower, provided that the total of all properties' rateable values is £17,999 or less.

This application form is a statutory document and all parts **MUST** be completed. The form 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
- (d) 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.

If you apply for small business rate relief in respect of this financial year and your circumstances remain unchanged, you will not have to re-apply for this relief until the next revaluation which will be 2015.

Ratepayers who receive any other mandatory relief, such as charitable relief or rural rate relief, may not apply for small business rate relief.

Change in Circumstances

You must inform us, in writing, within 4 weeks if:

- ❖ The rateable value of any property that you occupy outside this area is increased, or
- ❖ If you start to occupy a property that is not mentioned in your original application.

If you don't let us know of the change within 4 weeks you will no longer be entitled to small business rate relief. You will lose any relief for the period from the day after the date of the change until the day you notify us. If you remain eligible, relief will be reinstated from the day you notify us.

Application for Small Business Rate Relief

Name of Ratepayer _____

Address of Ratepayer _____

Telephone number _____ Fax number _____

Email address _____ Rate Account Number _____

Date from which relief is claimed _____

Give the full address of

(a) The property on which small business rate relief is sought

(b) Any other non domestic properties in England the ratepayer occupies (if none please write none). Do not list domestic properties where the ratepayer is liable to pay council tax.

I confirm that the property(ies) listed above is/are the only properties in England occupied by:

(insert ratepayer name here) _____

I understand it is a criminal offence to give false information when making an application and I authorise Herefordshire Council to independently verify any of the information given.

Signature of the ratepayer _____

Print name _____

Capacity of the person signing _____

Date _____

Please return to Herefordshire Council, Business Rates, PO Box 224, Hereford, HR1 2XW