



RESOURCES DIRECTORATE

PO Box 2, Town Hall
Wharncliffe Road
Ilkeston, Derbyshire
DE7 5SE

Business Rates Direct Telephone: 0115 9071090
e-mail: businessrates@erewash.gov.uk

Account Ref:

Rate Payer:

Rateable Value:

Date of issue:

SMALL BUSINESS RELIEF APPLICATION FORM
Financial Years from 1st April 2010 to 31st March 2015

Small Business Relief application for:

--

Please provide details below of any other property/properties for which you have a non-domestic rates liability anywhere in England. **IF THERE ARE NO SUCH PROPERTIES PLEASE STATE 'NONE' IN ONE OF THE BOXES BELOW.** No relief can be awarded unless an application has been received.

Full postal address of any other business properties in England	Property Reference number	Rateable value (2010 Rating List)	Is the property occupied or vacant?

Declaration: I confirm that all properties in England for which I have non-domestic rates liability are listed above.

Signature	Date	Capacity (ratepayer, Director etc)	Contact Phone no.

This application must be signed by the ratepayer or a person authorised to sign on behalf of the ratepayer. Authorised person means partner of a partnership, trustee of a trust, director of a corporate body or in any other case, a person duly authorised.

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

Please return the completed and signed application form to the Business Rates (NNDR) Section at the address at the top of the page.

SMALL BUSINESS RATE RELIEF Guidance Notes

Eligibility Criteria

To qualify for small business rate relief, you must fulfil the following conditions:

1. You **must** occupy only **one** commercially rated property* in England except where:
 - You have properties associated with your main premises, each have a rateable value of less than £2600 **AND**
 - The aggregate rateable value of the properties is less than £18,000

OR

2. You **must** occupy only **one** commercially rated property* in England where the rateable value of that property is less than £18,000.

**properties that appear in the 2010 non domestic rating list as produced by the Valuation Office Agency.*

You will not qualify:

- If you do not meet the above criteria
- Where the property is unoccupied
- Where charity relief has already been granted (as you cannot have both types of relief at the same time)

Basis of the scheme

Relief will only be granted on **ONE** main property where you meet the criteria above.

Where the rateable value of the property is £6,000 or less, we will award 50% rate relief.

Where the rateable value of the property is between £6,001 and £11,999, we will reduce the relief by 1% for each £120 above £6,000.

Rates will be calculated using the small business rate multiplier for the appropriate financial year(s)

“Buffer Zone”

The “Buffer Zone” is for those properties that have a rateable value of between £12,000 and £17,999. Although you will not receive any actual relief, the calculation of your rates will be based on the small business rate multiplier rather than the national multiplier. This will lead to a refund of the 'supplement' which occupiers of larger properties pay to subsidise the occupiers of smaller properties.

Commencement Date

- Small Business Rate Relief (and reduction for cases in the “buffer zone”) will be awarded from 1st April 2010 **or** the date from which the property was introduced into the Rating List providing that the ratepayer is in occupation of the premises for which relief is sought.
- Applications for any relief commencing 1st April 2010 to 31st March 2015 must be submitted by 30th September 2015.
- Where a ratepayer has a reduction in rateable value within a financial year, they must apply to the Authority within six months of the date of notification of the alteration in order to have relief backdated to the start of that financial year.
- Relief will end on the date that the ratepayer ceases to be eligible.

Increase in Small Business Rate Relief

The Chancellor has announced in successive Budgets that the Government is temporarily increasing the level of small business rate relief, so that eligible small businesses occupying properties with rateable values of up to £6,000 will currently pay no business rates until October 2012. Small businesses benefiting from the rate relief taper (rateable values up to £12,000) will also receive percentage reductions, until this date.