

SMALL BUSINESS RATE RELIEF APPLICATION 2010/11 – 2014/15

ACCOUNT REFERENCE	<div style="border: 1px solid black; width: 250px; height: 20px;"></div>	RATEABLE VALUE	£ <div style="border: 1px solid black; width: 150px; height: 20px;"></div>
PROPERTY REFERENCE	<div style="border: 1px solid black; width: 250px; height: 20px;"></div>		

BEFORE COMPLETING THIS FORM PLEASE READ THE NOTES OVERLEAF

SECTION 1

Please give details of any other property for which you have a Business Rates liability **anywhere** in England.

Business 1

Full Property Address:

Account Reference:	Rateable Value:	Occupied	Vacant
Local Authority:	Is the property...?	<input type="checkbox"/>	<input type="checkbox"/>

Business 2

Full Property Address:

Account Reference:	Rateable Value:	Occupied	Vacant
Local Authority:	Is the property...?	<input type="checkbox"/>	<input type="checkbox"/>

Continue on a separate sheet if necessary

SECTION 2 **THIS MUST BE COMPLETED IN ORDER FOR YOUR APPLICATION TO BE VALID**

I confirm that the assessments listed above are the only assessments in England occupied by:

(Name of ratepayer)

Full Name:	Position in Business:
Signature:	Date:
Telephone Number:	Email:

Small Business Rates Relief

Provided a completed application form is received, eligible businesses with rateable values of below £6,000 will get 50% rate relief on their liability. Applications must be made within 6 months of the end of the financial year to which they relate. For the financial year 2010/11 application forms need to be received by 30th September 2011.

The relief decreases on a sliding scale of 1% for every £120 of rateable value over £6,000, up to £11,999. In addition, such businesses will have their bill calculated using the small business rating multiplier (40.7p per pound of rateable value for 2010/11).

The relief is available to ratepayers who occupy:

- only one business property in England, or
- one main business property and other additional business properties, providing the additional properties have individual rateable values under £2,600 and the combined rateable value of all the properties is under £18,000. The charge on the additional properties will be based on the higher business rating multiplier (41.4p per pound of rateable value for 2010/11).

For 2010/11 applications the Rateable Value of the property or aggregate Rateable Value if more than one, must be below the thresholds detailed above for the whole period to which the application relates. If the Rateable Value, or aggregate Rateable Value, increases above those levels relief will cease from the day of the increase.

If you move into a property after 1 April, providing the other criteria are fulfilled, you will be entitled to the relief from the date of occupation.

Unoccupied properties and properties in receipt of charitable rate relief cannot qualify for small business rate relief.

If you are granted relief you will be sent a bill showing the appropriate adjustment.

Eligible businesses with rateable values of between £12,000 and £18,000 will have their liability calculated using the small business multiplier providing they have completed and returned an application form.

The Small Business Rate Relief scheme will be funded by a supplement on the rate bill of those businesses not eligible for the relief. This supplement is built into the higher non-domestic rating multiplier.

You only need to apply for the relief once between each revaluation of non-domestic properties (which happens every 5 years).

However, a condition of entitlement to the relief is that you must notify the Council of certain changes. These are:-

- Increases in the rateable value of a property occupied by you which is not in the Test Valley area. Such changes must be notified in writing, and
- If you occupy any other property which is not mentioned in your application. You must make a fresh application for the relief.

You must notify the Council of such changes within 4 weeks of the change occurring. If you fail to notify the Council of such changes you will no longer be entitled to the relief.

If you notify the Council after the 4 week period you will lose relief from the day after the change occurred until the day the notification is received. If the change of circumstance is such that you are no longer entitled to the relief it will be ended from the date of the change.

The application form must be signed by the ratepayer or a person authorised to sign on their behalf.

This means, where the ratepayer is:

- A partnership, partner of that partnership
- A trust, a trustee of that trust
- A body corporate, a director of that body, and
- In any other case, a person duly authorised to sign on behalf of the ratepayer

NB: in the case of a Limited Company the application must be signed by a Director.

Please complete and return this form to Test Valley Borough Council, Revenues Service, Beech Hurst, Weyhill Road, Andover, Hampshire SP10 3AJ