

SOUTH DERBYSHIRE DISTRICT COUNCIL

Application For Small Business Rate Relief Financial Years 01 April 2010 to 31 March 2015

(Please refer to explanatory notes on the reverse of this form)

Name of Occupier _____

Address of the property on which the relief is sought _____

Post Code _____ Business Rates Account Reference No _____

Correspondence address if different from the above _____

_____ Post Code _____

E-mail address _____ Contact telephone no _____

Please list the full postal address of any other properties that you occupy in England together with the rateable value

Declaration (please complete all sections below)

I confirm that the hereditaments listed above are the only hereditaments in England occupied by _____ (insert name of ratepayer)

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.

Signature of the ratepayer/person authorised to sign	Date
<u>Name and capacity</u> of person signing	

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

The New Rate Relief Scheme for Small Businesses

From 01 April 2010, businesses with a rateable value of £17,999 or less on the new 2010 rating list may be able to get rate relief which will reduce their business rates.

To cover the cost of the relief, all businesses which do not qualify for it will be charged a 'small business rate supplement', which will be added to their rates bill.

Will I qualify for relief?

Yes, if you meet one of the descriptions below:

- You occupy only one property in England from which you carry out your business (that is, one 'rateable hereditament') and its rateable value in the 2010 rating list is £17,999 or less;

or

- You occupy more than one rateable property ('hereditament') but the total rateable value for them all is less than £18,000 and each 'additional' property has a rateable value less than £2,599. This might apply if you have one main property plus some car parking spaces, or a separate store or workshop. You can claim relief on the main property but you will have to pay full rates for the additional properties, including the small business rate supplement.

How much relief can I get?

It depends on the rateable value of your property:

Rateable value	Amount of relief
Less than £6,000	50% of your business rates
£6,001 to £12,000	Between 1% and 49% of your business rates. (The relief will be reduced by 1% for every £100 of rateable value above £6,000.)
£12,001 to £17,999 (The 'Buffer Zone')	You will not get relief but you can claim exemption from the 'small business rate supplement' mentioned earlier. To qualify, you need to meet the same conditions described above under Will I qualify for relief?

Do I need to apply for the relief?

Yes - it is not granted automatically so you need to fill in this application form. If you have any queries, please contact Revenues on 01283 595971 or email Ctaxnndr@south-derbys.gov.uk

The application covers you until 31 March 2015 provided there are no changes to your circumstances. Under the regulations you are required to advise the business rates office, within 4 weeks, if any of the following changes in your circumstances occur after you have submitted your application.

- If you start to occupy a new business premises, after submitting your application.
- If there is a change in rateable value of any properties which you occupy which are outside of the South Derbyshire District Council area.

The form needs to be signed by the ratepayer, or a person authorised to sign on their behalf - that is, a partnership, a trustee of a trust, a director of a limited company, or any person properly authorised to sign on the ratepayer's behalf.

Once you have filled in the form, please send it to us at: South Derbyshire District Council, Business Rates, Civic Offices, Civic Way, Swadlincote, Derbyshire, DE11 0AH