

# Small Business Rate Relief Application Form 2010/2015



Please complete and return this form, to enable Small Business Rate Relief (SBRR) to be granted for the Financial year commencing 1 April 2010 and all further years to the 31 March 2015.

This form should be completed and returned within 14 days to ensure this relief is shown on your Bill. All parts must be completed to enable this relief to be considered

## I declare that:

Property address: \_\_\_\_\_  
\_\_\_\_\_

is occupied by: \_\_\_\_\_  
and is the only property occupied in England or Wales.

Account reference number: \_\_\_\_\_

**WARNING** - It is a criminal offence for a ratepayer to give false information when making an application or renewal for small business rate relief. By signing this form you undertake to contact us to confirm any change that could effect entitlement to this relief. Failure to notify any changes in writing within 4 weeks of the change will result in relief being cancelled. This will not be reinstated retrospectively.

Signature of the ratepayer: \_\_\_\_\_

\*This form must be signed by the ratepayer shown on this form. 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 their position within the business/company.

Position within business/company: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Date: \_\_\_\_\_

Contact email address: \_\_\_\_\_

Website address: \_\_\_\_\_

Contact telephone number: \_\_\_\_\_

**If you have any questions regarding this form, please contact us on 01480 388030 or email us at [business.rates@huntsdc.gov.uk](mailto:business.rates@huntsdc.gov.uk).**

### **A change occurs when:**

- there is an increase in the rateable value of a property occupied by the ratepayer which is not in the area of the billing authority granting SBRR - these changes will have to be notified in writing; and/or
- the ratepayer occupies any additional property which is not mentioned in their application for relief -

these changes will have to be notified through a fresh application for SBRR

As notifying the billing authority of these changes, within 4 weeks starting on the day after the date of change, will be a condition of entitlement, failure to notify the authority will mean that the ratepayer would no longer be entitled to the relief. If the ratepayer notifies the authority after the 4 week period, the ratepayer would lose relief from the day after the date of change until the day on which the authority is notified in accordance with the amended 2009 Order.

If the change of circumstances is such that the ratepayer will no longer be eligible for the relief, e.g. because the ratepayer occupies a new hereditament with a rateable value not more than £2,599 threshold, relief would be ended from the date of change.

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**Please complete and return this form within 14 days to ensure you obtain the correct rate relief**

**Return to: Local Taxation Section, Pathfinder House,**

**St. Mary's Street, Huntingdon, Cambs, PE29 3TN.**

If you require any information on completing this form, please contact us on 01480 388030  
or email us at [business.rates@huntsdc.gov.uk](mailto:business.rates@huntsdc.gov.uk)

Further advice is shown on [www.businesslink.gov.uk](http://www.businesslink.gov.uk) or [www.huntingdonshire.gov.uk](http://www.huntingdonshire.gov.uk)

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## **A Guide to the Small Business Rate Relief Scheme**

### **Outline of the Scheme**

- Eligible properties with a rateable value of not more than £6,000 will get 50% rate relief.
- This will decrease by approximately 1% for every £100 rateable value from £6,001 to not more than £12,000 rateable value.
- Eligible properties with a rateable value from £12,001 to £17,999 will not get rate relief but a reduced rate in the pound will apply. Properties within this "Buffer Zone" must still apply for the relief. The same Eligibility Criteria apply (see below).

### **Eligibility Criteria**

- The property must be within the rateable value thresholds above.
- The property must meet the criteria on every day that rates are due in 2010 onwards.
- The reduction is only available to ratepayers with either:
  - (i) one property in England, or
  - (ii) one main property in England and other additional properties in England, providing those additional properties have rateable values not more than £2,599 and the total value of all the properties remain under the appropriate threshold (i.e. £17,999).

### **Calculation of the Bill and Changes During the Year**

- The relief will be applied to one property only. If you have an additional property, with a rateable value of not more than £2,599, the relief will only be applied to the larger property.
- The bill will be calculated for each day that the ratepayer is eligible. As soon as a ratepayer fails to meet the criteria above, they are no longer due the relief.
- Any entitlement to transitional relief is applied before the Small Business Rate Relief is assessed.

### **Charge on the Other Hereditaments (property)**

- The charge on the additional hereditaments (not more than £2,599) will be based on the higher non-domestic rating multiplier.

### **Registration**

- Ratepayers must apply to the local authority for the relief each time a major revaluation takes place.
- Applications for a financial year may be accepted up to six months before the start of the chargeable year and up to six months after the valuation period concerned.

### **Changes**

- See overleaf for further details. Any notification should be in writing within 4 weeks of any change.