

**RUNNYMEDE BOROUGH COUNCIL
CIVIC CENTRE, STATION ROAD, ADDLESTONE, KT15 2AH**

Telephone: 01932 425412

NON DOMESTIC RATES

APPLICATION FOR SMALL BUSINESS RATE RELIEF

This form may be used to apply for Small Business Rate Relief for the valuation period commencing on 1 April 2017.

Please read the attached notes before completing and returning the form.

1. PLEASE STATE:

(a). Name of ratepayer(s):

.....
.....

Trading name:

.....

Contact address:

.....
.....

Business Rate account number:

Contact telephone number:

E-mail address:

(b). The start date from which relief is sought (usually the occupation date or when this becomes your sole business property) :

.....

2. PLEASE GIVE THE FULL ADDRESS FOR THE FOLLOWING (INCLUDING POSTCODE)

(a) The hereditament (rated property) for which rate relief is sought:

.....
.....

(b) Any other hereditaments in England occupied by the ratepayer(s). Please do not include properties for which you pay Council Tax.

.....
.....
.....
.....

(Continue on another sheet if necessary.)

DECLARATION

I confirm that the hereditaments listed in Part 2 above are the only hereditaments in England occupied by:

.....
(Please insert the name of the ratepayer using block capitals.)

Name of person signing if different from above (please use block capitals):

.....

Signature of ratepayer or person authorised to sign (see Notes overleaf)

.....

Capacity of person signing:

Date:

NOTES

The Government has introduced changes to the Small Business Rate Relief (SBRR) scheme effective from 1 April 2017.

Ratepayers who occupy a property with a rateable value below £51,000 (and who are not entitled to other mandatory relief or are liable for unoccupied property rates) will have their bills calculated using the lower small business non-domestic rating multiplier rather than the national non-domestic rating multiplier.

In addition, generally, if the sole or main property is shown on the Rating List with a rateable value which does not exceed £15,000, the ratepayer will receive a percentage reduction in their rates bill for this property of up to a maximum of 100%. For a property with a rateable value of not more than £12,000, the ratepayer will receive a 100% reduction in their rates bill.

Generally, this relief is only available to ratepayers who occupy either:

- (a) One property, or
- (b) One main property and other additional properties providing those additional properties each have a rateable value which does not exceed £2,899.

The rateable value of the property mentioned in (a), or the aggregate rateable value of all the properties mentioned in (b), must not exceed £19,999 outside London or £27,999 in London on each day for which relief is being sought. If the rateable value, or aggregate rateable value, increases above those levels, relief will cease from the day of the increase.

The Government has introduced additional support to small businesses. For those businesses that take on an additional property which would normally have meant the loss of Small Business Rate Relief, the Government has confirmed that they will be allowed to keep that relief for a period of 12 months.

Provided the ratepayer continues to satisfy the conditions for relief which apply at the relevant time as regards the property and the ratepayer, they will automatically continue to receive relief in each new valuation period.

Please note:

Certain changes in circumstances will need to be notified to the local authority by a ratepayer who is in receipt of relief. The changes which should be notified are:

- (a) The ratepayer taking up occupation of an additional property, and**
- (b) An increase in the rateable value of a property occupied by the ratepayer in an area other than the area of the local authority which granted the relief.**

Continued...

Your 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.

WARNING – It is a criminal offence for a ratepayer to give false information when making an application for Small Business Rate Relief.

Please return your completed application form to:

Business Rates
Runnymede Borough Council
Civic Centre
Station Road
Addlestone
KT15 2AH

or by email to:

businessrates@runnymede.gov.uk

If you need any further advice regarding Small Business Rate Relief please telephone the Business Rates team on 01932 425412.