

# Non Domestic Rates- application for Small Business Rate Relief (SBRR)



Company Name / Business Rates:

Business Rates account reference:

Address:

Address for which relief is to be claimed:

1. What is the rateable value of the property:
2. Is the property occupied : Yes      No
3. Is this the only business property you occupy in England? Yes      No
4. If No, please provide details below for any **other properties for which you have a non- domestic rate liability anywhere in England**. Please attach additional sheet of paper if necessary.

<b>Full Postal Address of Property:</b>	<b>Rateable Value:</b>	<b>Business Rate/Payment reference:</b>	<b>Status: Is the property occupied or vacant?</b>
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5. Please confirm period for which relief is being claimed: **Please provide the following information**

Name & Address of owner of Property for which relief is being claimed:

Telephone number:

E-mail address:

**Signatory: Person completing this form must be an authorised signatory of the ratepayer.**

Capacity of the person completing this form:

(e.g. Owner, Manager, Agent, Secretary)

Signature of person authorised to sign:

Date completed:

Email address:

Contact number:

## **WARNING**

**IT IS A CRIMINAL OFFENCE FOR A RATEPAYER TO GIVE FALSE INFORMATION WHEN MAKING AN APPLICATION FOR SMALL BUSINESS RATE RELIEF.**

## Small business rate relief explanatory notes

**PLEASE NOTE:** Small business relief is not applicable to empty/vacant properties or for properties where mandatory charity relief has already been granted.

If you have received more than one copy of this form and wish to apply for relief, please complete a form in respect of your "main" business property only. The relief is only applicable to one property as noted below.

### Effective from 1 April 2017:

Eligible businesses with rateable values of **£12,000** and below will get 100% rate relief on their liability. This relief will decrease on a sliding scale up to **£14,999**. Properties with a rateable value from £15,000 to £50,999 will be entitled to the small multiplier only.

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 of less than **£2,900** and the combined rateable value of all the properties is under **£19,999**

If the above criteria apply, you should be able to apply for relief in respect of one property only. You should identify the one property for which relief is being claimed, and set out on the application form the details of all other properties you occupy. No small business rate relief can be awarded on the other properties that you occupy.

The threshold for the combined rateable value is dependent on the location of the main property. The charge on the additional properties will be based on the higher non-domestic rating multiplier.

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

If your business ceases to be eligible on a specific day during the financial year, the relief will cease on that day. You are required to notify

the Council if your circumstances change after making the application.

If you take up occupation of a property that you did not occupy at the time of making your application you may qualify to keep the relief for up to 12 months. Please contact the Business Rates section for more information.

You must notify the Business Rates section if there is an increase in the rateable value of a property that you occupy (such as an extension or improvements to the property) in an area other than the area of the local authority which granted the relief. Notification of these changes must be given within four weeks of the change.

## Statutory warning

Under the Non Domestic Rating (Small Business Rates Relief) (England) Order 2004, you should be aware that it is a criminal offence to give false or misleading information when making an application for small business rate relief.

You must also advise the Council when events arise that may affect your eligibility, such as the occupation of further business premises anywhere in England and / or any increases in the rateable values of any other properties you occupy.

The information you provide on the form may be held on computer. If so, it will be subject to the provisions of the GDPR Act, 2018. It will be checked with other information and may also be used to amend information held by other Departments within the Council, including but not limited to, the Council Tax and Benefit records.

Your completed form should be sent to: **revbens@eastleigh.gov.uk** (please include your Business Rates account reference number in the subject field) or via post to the following address:

**Business Rates Team, Eastleigh Borough Council, Eastleigh House, Upper Market Street, Eastleigh SO50 9YN.**

**PLEASE RETAIN A COPY OF THE COMPLETED FORM FOR YOUR RECORDS AS YOU MAY NEED TO REFER TO IT AT A LATER STAGE.**