

Classification: NULBC **UNCLASSIFIED**

Revenues Department
Newcastle under Lyme Borough Council
Castle House
Barracks Road
Newcastle under Lyme
Staffordshire
ST5 1BL



Name
Address

Date: _____

Property Ref: _____

Account Ref: _____

SMALL BUSINESS RATES RELIEF 2017/2021

My records indicate that you may qualify for relief from non-domestic rates in respect of the above property under the Small Business Rate Relief Scheme.

If you wish to apply for the rate relief, this form must be completed and returned to Castle House, Barracks Road, Newcastle, Staffs, ST5 1BL as soon as possible.

Please provide below details of any other property/properties for which you are liable for nondomestic rates anywhere in England. If there are no properties please state 'NONE'.

Full Postal Address	Rateable Value	Rates Ref. No.	Local Authority

Any further properties can be listed on a separate sheet.

From what date do you wish the claim to start?

DECLARATION

I declare that the information given on this form is correct to the best of my knowledge. I am aware that to make a false statement is a serious offence and it is the Council's policy to prosecute where any statement can be proven to be false. In certain circumstances a penalty may be imposed where a false statement leads to a loss by the Council. I confirm that the hereditaments listed above are the only hereditaments in England occupied by:

--	--

Name of Ratepayer

Signature of Ratepayer / person authorised to sign

--	--

Capacity of Person Signing if not Ratepayer

Date

--	--

Telephone Number

Email Address

Classification: NULBC **UNCLASSIFIED**

SBRR1

Classification: NULBC UNCLASSIFIED

The Government has changed the Small Business Rate Relief regulations so that it is no longer necessary to make a written application for relief every year. Provided your circumstances do not change you will not be required to make a further application after this one until the financial year 2021/2022.

Due to the above change an additional condition of entitlement to Small Business Rate Relief will be that the ratepayer must notify the Council of particular changes in circumstances that may affect their entitlement to relief.

These changes are:

- a) Any increase in the rateable value of a property occupied by the ratepayer, which is not in the area of this billing authority.
- b) The ratepayer coming into occupation of any property, which is not mentioned in their application for relief.

The above changes have to be notified in writing by way of a fresh application for relief. Notification must be given within four weeks from the date of any change. Failure to notify the council within this period would mean that the ratepayer would no longer be entitled to the relief.

All hereditaments in England occupied by the ratepayer must be listed. It should be noted that, for any particular day, the billing authority will disregard the ratepayer's occupation of the additional hereditament in England where:

- a) Its rateable value shown in the local non-domestic rating list for that day is not more than £2,899; and
- b) The aggregate rateable value on that day of all the hereditaments the ratepayer occupied in England is not more than £27,999 (where the hereditament for which relief is sought is situated in Greater London) or £19,999 where the hereditament for which relief is sought is outside Greater London.

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.

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

EXPLANATORY NOTES

The provisions in respect of Small Business Rate Relief have been inserted into the Local Government Finance Act 1988 with effect from 1st April 2005 by sections 61 and 62 of the Local Government Act 2003.

Certain conditions must be satisfied in order to obtain Small Business Rate Relief and these are as follows:

- a) The hereditament must –
 - (i) Be the only hereditament in England that the ratepayer occupies, except for the hereditaments in England that he occupies that are disregarded.
 - (ii) Have a rateable value which is not more than £27,999 for those situated in Greater London and £19,999 for those outside Greater London, and
- b) The ratepayer must apply to the billing authority concerned for the relief, by providing prescribed information.

The small Business Rate Relief has two elements. Firstly the hereditaments which satisfy the above conditions and are shown in the local non-domestic rating list with a rateable value of up to £15,000 will benefit from a percentage reduction in their rates liability of up to 100%. The amount of the reduction provides relief on a sliding scale; the smaller the rateable value, the greater the reduction. Secondly, hereditaments which satisfy the above conditions and are shown in the local non-domestic rating list with a rateable value which is not more than £50,999 for those situated in Greater London and £19,999 for those outside Greater London will have their rates liability calculated using the lower small business non-domestic rating multiplier instead of the standard non-domestic rating multiplier.

If you have any further enquiries, please contact the Business Rates section on 01782 715500 or email: rates@newcastle-staffs.gov.uk

General Data Protection Regulations: Your right to privacy is very important to us and we recognize that when we collect, use or store your personal data you trust us to act in a responsible manner. For a full explanation of how Newcastle under Lyme Borough Council uses your data and what your rights are, please read our privacy notice at <https://www.newcastle-staffs.gov.uk/all-services/advice/privacy-notice>