**APPLICATION FOR SMALL BUSINESS RELIEF**

**Paragraph 1**

|  |  |  |  |
| --- | --- | --- | --- |
| Billing Number |  | | |
| Name of Ratepayer |  | | |
| Correspondence Address |  | | |
| Telephone Number |  | Fax Number (If Applicable): |  |
| Email Address |  | | |
| Would you like to receive future bills by paperless billing, using our online service? ***If yes, please tick or state yes.*** |  | | |

**Paragraph 2** If the application is the first application in the valuation period in respect of a property, give the full address of:

|  |  |  |
| --- | --- | --- |
| The property for which small business relief is sought: |  | |
| Please state the date you first began occupying the premises: | \_\_\_ / \_\_\_ / \_\_\_\_\_ | |
| Do you occupy any other non-domestic property in England?  ***Please circle the appropriate answer*** | Yes | No |
| If yes, please give the address of the property: |  | |
| I confirm that the properties listed in paragraph 2 are the only properties in England occupied by **(insert name of ratepayer**)…………………………… | | |

**Paragraph 3** If the application is being made to notify the billing authority of a change in circumstances but the property for which the ratepayer is seeking relief remains unchanged, state:

|  |  |
| --- | --- |
| The property in England which the ratepayer has started to occupy since making their first application for the valuation period: |  |
| The date on which the ratepayer started to occupy that property: |  |
| I confirm that the changes listed in paragraph 3 are the only changes relating to the properties in England occupied by **(insert name of ratepayer)** …………………………… | |

|  |  |  |  |
| --- | --- | --- | --- |
| Signature: |  | Date: |  |
|  |  | | |
| Print Name: | Capacity in which signed (eg property owner, tenant etc): | | |

For information, the criteria for this relief is as follows:

* The ratepayer must have only one business property with a rateable value under £15,000 (£12,000 prior to 1st April 2017), or;
* The ratepayer has one main property and other additional properties, but those additional properties have rateable values less than £2,900 (£2,600 prior to 1st April 2017), and the total value of all the properties remains under £20,000 (£18,000 prior to 1st April 2017).

NB**. Unoccupied properties cannot qualify for relief**, but will be disregarded where they are additional to the main property.