**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.