



Dear Sir/Madam

**Business Rates - Application for Small Business Rate Relief Scheme
Guidance notes – Eligibility criteria**

Small business rate relief applies only to occupied properties.

From 1 April 2017, if your rateable value is £50,999 or less, your rates bill is automatically calculated using the lower small business rate multiplier rather than the ordinary non-domestic rating multiplier.

In addition, you can use this form to apply for a percentage reduction in your rates bills if you:

- only occupy one property and its rateable value is not more than £15,000
- occupy more than one property and the rateable value of each other of your properties is not more than £2,899 and the total rateable value of all properties added together is not more than £19,999

Note: If you qualify for Charitable Relief, you will not be able to get small business rate relief and the ordinary non-domestic multiplier will be used to calculate your rates.

How much you will get:

- you will not pay business rates on a property with a rateable value of £12,000 or less, small business rate relief will be awarded at 100%
- if your rateable value is between £12,001 and £15,000 inclusive, your rates bills is calculated using the small business rate multiplier and relief will be given on a sliding scale from 100% at the bottom of the range to 0% at the top
- if your rateable value is between £15,001 and £50,999 the small business rate multiplier is automatically used to calculate your bill (even if you have more than one property), but no percentage reduction is given

Notifying us about changes

If relief is granted it will have effect until the next general revaluation, or the effective date of any change affecting your entitlement.

You must notify us in writing within 4 weeks of the date of the change if:

- you start to occupy a property that you did not occupy at the time of your relief application
- there is an increase in your rateable value of a property you occupy outside Spelthorne Borough Council's area

Further information

If you require any assistance in completing this form, please contact this office using the details provided overleaf.

Yours faithfully

John Rogers
CS Principle NNDR Officer

Please read the guidance notes in full before completing this form

Business rate account number

Name of ratepayer or organisation applying for relief

Address of the property you are applying for small business rate relief on

Please confirm if the property is

Occupied Emptied

If occupied, from what date did you occupy?

Do you occupy any other business properties in England?

Yes No

If **yes**, please list all other properties: (if there are more properties please list on a separate sheet.)

Address	Postcode	Business Rate account number	Rateable Value

The application must be signed. Where the ratepayer is an individual, they must sign personally. In any other case, a person with authority, for example a director of a limited company, must sign.

Declaration:

I apply for small business rate relief and confirm that the properties I have listed are the only properties in England occupied by me or my company.

Signature of ratepayer or person authorised to sign on ratepayer's behalf:	
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Print Name:	Date:
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Capacity of person signing (must be a director if a limited company or PLC)

- Sole trader Director of company
 Partner Other

Home address if sole trader

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Daytime / mobile telephone number and email address

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Please return the signed, completed form to Spelthorne Borough Council, Customer Services, P O Box 291, Staines, TW18 1UY.

Warning: It is a criminal offence for a ratepayer to give false information when making a claim for Small Business Rate Relief.