**GUIDANCE NOTES: Application for Small Business Rate Relief**

Account Number:

Please read the notes below and complete the relevant sections on the attached form as fully as possible. Once complete, sign and date the form and return it to us at the following address in order that your application for Small Business Rate Relief (SBRR) can be processed:

**Business Rates, PO Box 187, Erith, DA8 9EY**

Please note that you can only qualify for SBRR provided certain eligibility criteria have been met. If any one of the criteria is not met we will not be able to award relief. Additionally, should your circumstances change and you no longer meet the qualifying criteria, you must notify us so that the SBRR can be reviewed from the date the change occurred.

**COMPLETION OF THE FORM**

**SECTION A – Application for SBRR**

This section should be completed if you are making your first application for SBRR.

**Part 1**

If the property (also known as the hereditament) shown is not the one in Westminster for which you wish to claim relief, please enter the details of the property you do wish to claim for. The required details are shown on your Business Rates bill. Alternatively, the required information can be viewed by accessing the following Valuation Office website: <http://www.voa.gov.uk/business_rates/index.htm> .

**Part 2**

In order to correctly assess your eligibility for SBRR, in this part please list all your other non-domestic properties (not mentioned in Part 1) which you occupy in Westminster or elsewhere in England. If there is insufficient space, please list the information on an additional sheet of paper and attach it to the application form.

**Part 3**

Your application cannot be processed if this section is not completed. 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:

1. a partnership, a partner of that partnership;
2. a trust, a trustee of that trust;
3. a body corporate, a director of that body, and

in any other case, a person duly authorised to sign on behalf of the ratepayer.

By signing the form you agree that, to the best of your knowledge, the information contained on the form is complete and is not false. Wilfully making a false statement on the application form is an offence and may result in us taking action against you.

**SECTION B – Notification of Change in Circumstances**

This section should be completed in the future if your circumstances change. Relevant changes requiring notification are detailed below.

**Part 1**

In this part, enter the details of any non-domestic property which you occupy in England outside of Westminster that has had a rateable value change since your application for SBRR. Please state both the old and new rateable values and the effective date of the relevant change.

**Part 2**

If you have vacated or occupied any non-domestic properties in England since your application for SBRR, please enter the details in the space provided.

P.T.O.

**Part 3**

Your application cannot be processed if this section is not completed. 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:

1. a partnership, a partner of that partnership;
2. a trust, a trustee of that trust;
3. a body corporate, a director of that body, and

in any other case, a person duly authorised to sign on behalf of the ratepayer.

By signing the form you agree that, to the best of your knowledge, the information contained on the form is complete and is not false. Wilfully making a false statement on the application form is an offence and may result in us taking action against you.

Your completed form should be sent to the following address:

**Business Rates, PO Box 187, Erith, DA8 9EY**

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

If we have a legitimate reason to do so we may share information we collect for the administration of business rates within the City Council and to some organisations acting on our behalf. In particular, we may check the information you provide or someone else provides about you, with other information we hold. We may also use this information or supply it to third parties including government departments and other local authorities, to prevent or detect crime or to protect the public funds in other lawful ways. Before we share any information, we will rigorously check that sharing it is fair and justified. If you would like more information, please write to Data Protection, Revenues & Benefits, 16th floor, City Hall, 64 Victoria Street, London, SW1E 6QP

**SECTION A – APPLICATION FOR SMALL BUSINESS RATE RELIEF «ref» / «propref»**

**Ratepayer Name and Correspondence Address**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| We currently hold the following name and correspondence address on our records. If these are incorrect, please enter the correct details in the spaces provided on the right. |  |  | Account Number |  |
|  |  | Name |  |
|  |  | Address |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**PART 1: Property for which Small Business Rate Relief is being claimed and the valuation period for which relief is being sought**

If the following property is **NOT** the one for which you wish to claim relief, please enter the details of the property you do wish to claim relief for in the space provided below.

|  |  |  |  |
| --- | --- | --- | --- |
| **PROPERTY DESCRIPTION** | **PROPERTY ADDRESS** | **POST CODE** | **2017 RATING LIST RATEABLE VALUE** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

|  |  |
| --- | --- |
| Period for which relief is sought |  |

**PART 2: Additional Properties**

In the space provided, please list all other non-domestic properties that you occupy in Westminster and elsewhere in England. (*If you need more space, list any additional properties on a separate sheet of paper and enclose it with this form.*)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **PROPERTY REFERENCE NO.** | **PROPERTY DESCRIPTION** | **PROPERTY ADDRESS** | **POST CODE** | **2017 RATING LIST RATEABLE VALUE** |
|  |  |  |  |  |
|  |  |  |  |  |

**PART 3: Declaration**

**I confirm that the hereditaments listed above are the only hereditaments in England occupied by:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| ***(Signature of ratepayer/person authorised to sign)*** |  | ***(Capacity of person signing)*** |  | ***(Date)*** |
| ***(Email address – if applicable)*** |  | ***(Telephone No.)*** |  | ***(Fax No. – if applicable)*** |

**WARNING – it is a criminal offence for a ratepayer to give false information when making an application for small business rate relief.**

**SECTION B – NOTIFICATION OF CHANGE IN CIRCUMSTANCES «ref» / «propref»**

**Ratepayer Name and Correspondence Address**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| We currently hold the following name and correspondence address on our records. If these are incorrect, please enter the correct details in the spaces provided on the right. |  |  | Account Number |  |
|  |  | Name |  |
|  |  | Address |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**PART 1: Notification of a change in the rateable value of a property**

In the space below, please give details of the property which has been subject to the rateable value change. Please state both the old and new rateable values. *(If more than one property has been subject to a rateable value change, list any additional properties and relevant details on a separate sheet of paper and enclose it with this form.)*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **PROPERTY DESCRIPTION** | **PROPERTY ADDRESS** | **POST CODE** | **PROPERTY REFERENCE NO.** | **OLD RATING LIST RATEABLE VALUE** | **NEW 2017 RATING LIST RATEABLE VALUE** |
|  |  |  |  |  |  |

|  |  |
| --- | --- |
| In the space provided, please state the date from which the new rateable value became effective. |  |

**PART 2: Notification of change in occupation**

In the space provided, please give details of the property which you have vacated or occupied stating the date of vacation or occupation. *(If you have vacated or occupied more than one property, list any additional properties and relevant details on a separate sheet of paper and enclose it with this form.)*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **PROPERTY DESCRIPTION** | **PROPERTY ADDRESS** | **POST CODE** | **PROPERTY REFERENCE NO.** | **RATEABLE VALUE** | **DATE OF OCCUPATION / VACATION**  *(Please delete as appropriate)* |
|  |  |  |  |  |  |

**PART 3: Declaration**

**I confirm that the changes listed above are the only changes relating to the hereditaments in England occupied by:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| ***(Signature of ratepayer/person authorised to sign)*** |  | ***(Capacity of person signing)*** |  | ***(Date)*** |
| ***(Email address – if applicable)*** |  | ***(Telephone No.)*** |  | ***(Fax No. – if applicable)*** |

**WARNING – it is a criminal offence for a ratepayer to give false information when making an application for small business rate relief.**