



## Application for Small Business Rate Relief

### Article 4 of the Non-Domestic Rating (Small Business Rate Relief) (England) Order 2004

You can usually only apply for Small Business Rates Relief if you occupy one property, except in some circumstances.

Please see the back of the form for further details.

1. Name of the ratepayer making the application for small business rate relief (including trading name if you are a sole trader):

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2. Address of the hereditament / property for which the application is for:

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3. Date that Small Business Relief should be applied from:

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4. Please provide addresses and rateable values of any other properties occupied by the ratepayer in England

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5. Please supply and contact telephone number and email address:

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6. I confirm that I do not occupy any hereditament/property other than those declared above:

\_\_\_\_\_ Signature of ratepayer

\_\_\_\_\_ Name in BLOCK CAPITALS

\_\_\_\_\_ Date of Application

\_\_\_\_\_ Business Rates Account Number

### **Section 43 (4D) of the Local Government Finance Act 1988 makes it a criminal offence for a ratepayer to give false information when making a claim for small business rate relief**

Note: This form must be signed by the ratepayer making the application and must be sent to the billing authority within six months of the end of the financial year that it relates to. Where, for example, the ratepayer is a company or partnership, it should be signed by a director of that company or one of the partners and the person signing should state their capacity.

# Notes about Small Business Rate Relief

Small Business Rate Relief is only available to ratepayers who occupy either

- a) One property with a rateable value of £15,000 or less or
- b) One main property and other additional properties which have a rateable value which does not exceed £2,899 and the total rateable values of all your properties does not exceed £19,999 outside London or £27,999 in London on each day for which the relief is sought.

If the rateable value of the property does not exceed £15,000, the ratepayer will receive a percentage

reduction in their rates bill for this property of up to a maximum of 100%. For a property with a rateable

value of not more than £12,000, the ratepayer will receive a 100% reduction in their rates bill.

Once you have completed a Small Business Rates Relief Application form, you will not need to re-apply

each financial year. However you will need to notify the Local Authority if you take on an additional property

in England or if there is a change in the rateable value of any or your properties.

The application must be signed by the ratepayer or a person authorised to sign on their behalf. 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 of corporate, a director of that body;
- (d) and in any other cases a person duly authorised to sign on behalf of the ratepayer.

**SECTION 43 (4D) OF THE LOCAL GOVERNMENT FINANCE ACT 1988 MAKES IT A CRIMINAL OFFENCE FOR A RATEPAYER TO GIVE FALSE INFORMATION WHEN MAKING AN APPLICATION FOR SMALL BUSINESS RATE RELIEF.**

If you have any queries about making an application for Small Business Rate Relief, please contact us on 0115 915 4819 or at [businessrates@nottinghamcity.gov.uk](mailto:businessrates@nottinghamcity.gov.uk)