



**APPLICATION FORM FOR SMALL BUSINESS RATE RELIEF**

The Non-Domestic Rating (Small Business Rate Relief) (Amendment) (England) Order 2006

**Section 1**

**Details of your organisation**

Rate Account Number (shown on bill)

Name and address of the ratepayer

Trading Name

Type of Business (Please tick) Sole Trader

Joint Ratepayers

Partnership

Limited Company. Please supply Registration Number

Description of Business

Joint Ratepayer or Partnerships

Please give Title, Forename and Surname for each person

Telephone Number

Email address

**Claim Period**

Occupation Date or Date relief claimed from

## Section 2 (First Application)

### Details of the premises for which the application is being made

Full Address of the premises the relief is for

Full Address of any other Business Properties you occupy within England.

## Section 3 Declaration

I confirm that the business premises listed in Section 2 are the only business premises in England occupied by (insert name of ratepayer)

As far as I know and believe, the information I have given on this form is correct. I understand that if I knowingly give any incorrect or untrue information that I may be liable to prosecution for theft by obtaining financial advantage by deception and possible summary conviction to a fine not exceeding level two on the standard scale.

I am aware that as a condition of any award of Small Business Rate Relief I (the ratepayer) must advise the council of in following circumstances.

- Where the rateable value of any property you occupy in another Council area increases
- You occupy any property, which is not mentioned on your previous application for relief.

Signature of the ratepayer or person authorised to sign on behalf of the ratepayer\*

Name of signatory

Position held in organisation

The application must be signed by the ratepayer or a person authorised to sign on their behalf. This means, where the ratepayer is

- A partnership, **a partner of that partnership**
- A trust, **a trustee of that trust**
- A body corporate, **a director of that body or**
- In any other case, a person duly authorised.

## **GUIDANCE NOTES – PLEASE READ**

If your Rateable Value is less than £15,000 and you have not previously claimed Small Business Rate Relief for your business property please complete the attached form.

It should be noted that, for any particular day, the billing authority will disregard the ratepayer's occupation of an additional property in England where-

- a) its rateable value shown in the local non-domestic rating list for that day is not more than £2,899; and
- b) the aggregate rateable value on that day of all the properties the ratepayer occupies in England is not more than £27,999 (where the property for which relief is sought is situated in Greater London) or £19,999 (where the property for which relief is sought is situated outside Greater London)

Therefore, if the ratepayer occupies more than one property, their entitlement to relief is dependent on the rateable values of the other properties they occupy. Where the ratepayer occupies properties in more than one area, if the rateable value of a property outside of the area of the billing authority granting the relief goes up, the ratepayer must notify that billing authority of the increase. This does not require a fresh application but must be done in writing.

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 –

- (a) a partnership, a partner of that partnership;
- (b) a trust, a trustee of that trust;
- (c) a body corporate, a director of that body, and in any other case, a person duly authorised to sign on behalf of the ratepayer.

**Warning-** It is a criminal offence for a ratepayer to give false information when making an application for small business rate relief.

### **Please send the completed application form to: -**

London Borough of Richmond Upon Thames  
Business Rates Service  
PO Box 72390  
London  
SW18 9PP

**If you have any queries please telephone us on 020 8891 7725, alternatively you can write to us at the above address or go to our website at [www.richmond.gov.uk](http://www.richmond.gov.uk)**

Further information can also be found at [www.gov.uk](http://www.gov.uk) designed to provide businesses with a single source of clear and concise information on business rates.