



## National Non-Domestic Rates - Small Business Rate Relief

**Please note:** So that we can deal with your claim as soon as possible, please make sure this form is fully completed, signed and returned to: **Business Rates Team, Town Hall, Stockport, SK1 3XE**

**IMPORTANT**

Please also read the notes with this form, before filling in the details.  
If your application is successful you must tell us immediately about any changes in circumstances.

<b>Part 1.</b>		<b>Account Number:</b>
<b>The Property you want to claim Small Business Rate Relief for.</b>		
Please give the address of the property this form relates to.		
Please provide the name and address of your landlord.		
Please provide any e-mail address or phone number for your landlord, if you have one.		
<b>Please tell us from what date you wish to claim.</b>		
<b>Is this the only Business property in England that you use?</b>	<b>YES / NO</b>	
<b>What date did you start to occupy this property?</b>		
<b>What is the property being used for ?</b>		

If you have ticked YES to only occupying one property, please go to the declaration at Part 3 of this form.

If you have ticked NO, please go to Part 2 below.

**Part 2. Please give the full addresses of all the other properties, anywhere in England that you use, along with the rateable value of each property and council which you pay rates to.**

Property Address	Rateable Value	Name of Council
	£	

**Part 3.**

**Please read carefully the statement below. If this statement is correct please sign and date the form, and return it to us.**

I confirm that the information given on this form is correct.

Print Name ..... Position .....  
(for example, Director)

Signed ..... Date.....

Telephone .....

E-Mail .....

Please make sure you return **this form as soon as possible**. You should make payments in accordance with your latest demand notice until any Small Business Rate Relief has been confirmed. If you do not make payments then you could be subject to recovery action and incur costs.

**WARNING – It is a criminal offence for you to give false information when applying for Small Business Rate Relief.**

For help and advice please contact the Business Rates Team either online at [stockport.gov.uk/ndrcontactus](http://stockport.gov.uk/ndrcontactus) or in writing at the above address quoted on the application form, or by telephoning us on 0161 474 5188.

## **Notes for Small Business Rates Relief.**

### **1. Completing the application form.**

Please note you should list all properties in England that you use. We will not take into account any property in England if:

- a) its rateable value for that day, shown on the local non-domestic rating list, is not more than £2,899 and
- b) the total rateable value on that day of all properties you use in England is not more than £27,999 (if the property you want the relief for is in Greater London) or £19,999 (if the property you want the relief for is outside Greater London).

Also the application form must be signed by the ratepayer or a person authorised to sign on your behalf. This means if the ratepayer is:

- c) a partnership, it must be signed by a partner of that partnership;
- d) a trust, it must be signed by a trustee of that trust; or
- e) a corporate organization, it must be signed by the director of that organization.

In any other case, a person authorised to sign on your behalf.

### **2. How do I apply?**

You can make an application at any time during the current financial year for relief in that year.

Up to 30th September 2017 Ratepayers can still request backdate to 1st April 2010. You will need to do this in writing if the request goes back to the period from 1st April 2010 to 31st March 2012.

From 1st October 2017 Ratepayers will only be able to backdate Small Business Rate Relief to 1st April 2012. This can be done by contacting the team or completing the form above. The maximum period that we can backdate Small Business Rate Relief for at any time will be six years.

### **3. Who will qualify?**

Only properties with a rateable value less than £15,000 can be considered for the relief.

Ratepayers using only one property with a rateable value less than £15,000 will qualify for the relief.

Ratepayers using more than one property in England may also qualify if the other properties each have a rateable value of less than £2,900 and the total value of all the properties is less than £20,000. In these cases only the main property will be given the relief.

### **4. What should I do if my circumstances change?**

If your circumstances change this may affect your entitlement to Small Business Rate Relief, you must notify the Business Rates Section straight away.

If there is a change in the rateable value for any of your business properties, please write and tell us within 4 weeks of the change.

If you start to use a new property that was not shown on your original application, a new application form must be completed within 4 weeks, so that you do not lose any possible relief you are entitled to.

If notification is received more than 4 weeks after the change there will be a break in your entitlement.

## **5. How much will it be?**

Properties with a rateable value of £12,000 or less than will currently be entitled to receive 100% relief.

Properties that are entitled to the relief with a rateable value from £12,001 to £14,999 will receive relief on a sliding scale.

Properties that have a rateable value from £15,000 to £50,999 will not be able to have a reduction but will have their bill calculated using a lower multiplier.

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