



# STOCKPORT

METROPOLITAN BOROUGH COUNCIL

## National Non-Domestic Rates Small Business Rate Relief

Tel: 0161 474 5188

Online: [www.stockport.gov.uk/ndrcontactus](http://www.stockport.gov.uk/ndrcontactus)

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

### IMPORTANT

Please also read the information on the website, 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 tell us from what date you wish to claim.		
<b>Is this the only Business property in England that you use?</b>	<b>YES</b>	<b>NO</b>
<b>What date did you start to occupy this property?</b>		
<b>What is the property being used for ?</b>		
<b>If you have ticked YES, please go to the declaration at Part 3 of this form.</b>		
<b>If you have ticked NO, please go to Part 2 below.</b>		
<b>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.</b>		
Property Address	Rateable Value	Name of Council
	£	

	£	
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**Part 3.**

**Please read carefully the statement below. If this statement is correct please complete this section and return the form to us.**

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

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

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.**