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NATIONAL NON DOMESTIC RATES
APPLICATION FOR SMALL BUSINESS RATES RELIEF 2010/11-2014/15
National Non-Domestic Rating (Small Business Rate Relief) (Amendment) (England) (No2) Order 2009
(Please refer to the Explanatory Notes enclosed before completing this form)

(Please use BLOCK CAPITALS)

Account Reference		Property Reference	
Date of Purchase		Date of Occupation	
Property Address for which you are claiming relief		Description	2010 List RV (£17,999 or less)
		Effective Date of Rateable Value	

Do you occupy any other business premises (Hereditaments) in England? **YES/NO**
(If "YES", list below)

Property Reference	Property Address	Occupation Date	2010 List RV
.....
.....
.....
.....
Total RV			

Statement of the applicant

- I confirm that the hereditaments listed above are the only hereditaments in England occupied by:-
Or
- I confirm that the changes listed above are the only changes, and the date of those changes has been accurately recorded, relating to the hereditaments in England occupied by:-

Authorised Signatory details

Name of Ratepayer (i.e. Forename(s) & Surnames(s) of the Sole Trader & any business partners, or the name of the limited company)
Trading Name (if applicable)

Correspondence Address	Telephone Number..... Fax Number..... e-mail address website address
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I am applying for Small Business Rate Relief for the period between April 1st 2010 and March 31st 2015 (see notes)

Signature of the ratepayer or person authorised to sign.....

Capacity of person signing SOLE TRADER/PARTNER/DIRECTOR/ OTHER

Date.....

THE APPLICATION FORM MUST BE SIGNED BY THE RATEPAYER, ONE OF THE PARTNERS OR, IF A COMPANY, BY A DIRECTOR OR A TRUSTEE AND THE PERSON MUST STATE THEIR CAPACITY.

WARNING: IT IS A CRIMINAL OFFENCE FOR A RATEPAYER TO GIVE FALSE INFORMATION WHEN MAKING AN APPLICATION FOR SMALL BUSINESS RATE RELIEF EXPLANATORY NOTES ~ SMALL BUSINESS RATE RELIEF SCHEME

Outline of the Scheme

From 1st April 2010, ratepayers occupying business premises with an aggregate Rateable Value of less than £18,000 may qualify for a reduction in their business rates bill.

Your Rateable Value can be found on your business rates bill or on the Valuation Office website:

www.voa.gov.uk

You must use the WLBC application form for the current valuation period for:-

1. a first application for small business rate relief (*please note, the deadline for applications for backdating relief between April 2007 and March 31st 2010 is September 30th 2010*)
2. A revised application that is required because you have occupied an additional property.

NOTE: The appropriate part of the declaration on the form which is not applicable must be deleted.

If you benefited from the relief up until March 31st 2010, your claim will have been automatically extended to March 31st 2015.

Who will qualify?

To qualify for small business rate relief, a ratepayer must occupy:-

- only one main business property in England, with a Rateable Value less than £18,000 (outside London)
- One main business property in England, with other additional properties (each with a Rateable Value less than £2,600) where the aggregate Rateable Value is less than £18,000. Relief will only be granted to the main property, and the additional properties under £2,600 will be charged on the higher rates multiplier.

Businesses who are entitled to mandatory charity relief (80% reduction) or rural rate relief (50% reduction) will not qualify for small business rate relief. However, those in receipt of discretionary rate relief may be eligible

How much relief will be granted?

Small Business Rate Relief can only be granted to one hereditament (rateable property) in England

The rateable Value of the property (or total of all properties) must be within the thresholds in the table below:-

Rateable Value (RV)	Amount of Relief
Between £18,000 and £12,000 (buffer zone)	Use of Smaller rate multiplier ONLY
Between £11,999 and £6,000	Use of Smaller rate multiplier AND tapered relief reducing by 1% for every £120 on the RV above £6,000 (max relief 50%)
Less than £6,000	Use of Smaller rate multiplier AND 50% relief

Changes in Circumstances

NB: IF YOUR CIRCUMSTANCES CHANGE DURING THE VALUATION PERIOD (2010-2015) YOU MUST NOTIFY THE BUSINESS RATE SECTION. FAILURE TO DO SO MAY RESULT IN YOU LOSING ANY RELIEF GRANTED.

You must notify WLBC, in writing, of any change in circumstances including:-

- Any increase in the RV of any additional property in another Council's area

A fresh application must be made if:-

- The aggregate RV drops below a threshold (see above). You must apply within 6 months of the date the Valuation Officer notified you of the alteration.
- If you occupy a property not listed on the original application, but you are still eligible for the relief.

Relief is calculated on a daily basis and will end on the day when you no longer meet the criteria

Authorised Signatories

The form must be signed by the ratepayer applying for the relief. This means that where the ratepayer is:-

- Partnership a partner of that partnership
- Body corporate a director of that body
- Trust a trustee of that trust
- In any other case a person duly authorised to sign on behalf of the ratepayer