



**Application for Small Business Rate Relief.**

**Non-Domestic Rating (Small Business Rate Relief) (Amendment) (England) order 2006 (SI2006/2313)**

**Please read the guidance notes overleaf, complete the form in full and return it to; Business Rates Section, ICT and Revenues, Stratford-on-Avon District Council, Elizabeth House, Church Street, Stratford-upon-Avon CV37 6HX. Helpline 01789 260993.**

Ratepayer Name	<input type="text"/>
Ratepayer Address	<input type="text"/>
	Postcode: <input type="text"/>
Telephone Number	<input type="text"/>
e-mail address	<input type="text"/>
Account Reference or property reference	<input type="text"/>
Financial Year, or if part only, the dates within a financial year for which relief is sought	<input type="text"/>

<b>FULL ADDRESS(ES) of the hereditament for which small business rate relief is sought:</b>
<input type="text"/>
Postcode: <input type="text"/>

<b>Any other hereditaments in England the ratepayer occupies</b>
<input type="text"/>
Postcode: <input type="text"/>

I confirm that the hereditaments listed above are the only hereditaments in England occupied by

(insert name of ratepayer) \_\_\_\_\_

Signature of the ratepayer/ person authorised to sign \_\_\_\_\_

**Please note that under Section 61 of the local Government Act 2003 a false statement can result in conviction to imprisonment for up to 3 months or to a fine up to level 3.**

Capacity of person Signing: \_\_\_\_\_ Date: (dd/mm/yyyy)       /       /

Privacy notice: We will use your personal data to assess and administer your Non Domestic Rates. We may share your information with other departments in the substantial public interest and in the exercise of our official authority. Your data will be held in accordance with our Retention and Destruction Policy. For further information, or to access your information rights, please visit [www.stratford.gov.uk/privacy](http://www.stratford.gov.uk/privacy) or write to our Data Protection Officer at our Elizabeth House address or email [data.protection@stratford-dc.gov.uk](mailto:data.protection@stratford-dc.gov.uk) or call 01789 267575

## GUIDANCE NOTES

If you take occupation of additional premises not mentioned on your original application form, or occupy an additional property outside Stratford-on-Avon District you must notify Stratford-on-Avon District Council in writing within 4 weeks of the change of circumstances. Failure to do so means that you will cease to be entitled to relief from the day of the change in circumstances.

Any entitlement to charity relief or rural rate relief excludes you from applying for small business rate relief. You cannot receive more than one type of relief.

The relief is calculated on a daily basis; if you no longer meet the criteria for small business relief it will end on the day your circumstances change.

A "hereditament" is a technical term for a "property, "building", "piece of land" or "right" that is subject to rating. The hereditament must be in the rating list on the first day of the chargeable year. It should be noted that, for any particular day, the billing authority will disregard the ratepayer's occupation of an additional hereditament 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 hereditaments the ratepayer occupies in England is not more than £19,999.

### **Rateable Values up to £14,999.**

Qualifying ratepayers with rateable values of not more than £12,000 will get 100% rate relief on their rates bill.

The relief will decrease on a sliding scale of 1% for every £30 of rateable value over £12,000, up to £14,999.

To qualify for relief ratepayers must occupy either:

- (a) one hereditament, or
- (b) one hereditament and other additional hereditaments, providing the additional hereditaments do not have individual rateable values of more than £2,899, and the combined rateable value of all the hereditaments is not more than £19,999. The threshold for the combined rateable value is dependent on the location of the main hereditaments.

The Small Business Rate Relief scheme will be funded by a supplement on the rate bill of those businesses not eligible for the relief. This supplement is built into the standard multiplier.