

## IMPORTANT

### **Please read these notes BEFORE completing your application form**

This form may be used for a first application for small business rate relief in a valuation period in respect of a property or for a fresh application that is required because the ratepayer has taken occupation of an additional property.

Part 1 must be completed for a first application in a valuation period and Part 2 for a fresh application or where a change of circumstances has taken place. The appropriate part of the declaration must also be completed and the part which is not applicable deleted.

#### **What is a Valuation Period?**

A valuation period is the period of five years for which a local non-domestic rating list is in force (i.e. the period between revaluations of non-domestic hereditaments) and if the ratepayer does not take up occupation of any additional properties they will not need to apply for relief more than once in each valuation period.

#### **How do I claim relief?**

Small business rate relief can only be claimed for one property. A first application for relief in a valuation period in respect of a property should be made using Part 1 (Part 2 is not applicable) and all properties in England occupied by the ratepayer must be listed.

Where the ratepayer starts to occupy a new property after making an application but wishes to continue receiving relief in respect of the same property, a fresh application must be made by completing Part 2 (Part 1 need not be completed).

**Where the ratepayer occupies properties in more than one area, if the rateable value of a property is outside of the area of the billing authority granting the relief goes up, the ratepayer must notify the billing authority of the increase. This does not require a fresh application but must be done in writing.**

The ratepayer must notify the billing authority of particular changes in circumstances that may affect their entitlement to the relief within four weeks starting on the day after the change occurred.

South Norfolk District Council must protect public funds and may use this information to prevent and detect fraud. The Council may request further information to verify your application.

**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.



**Application for Small Business Rate Relief and Notification of Change of Circumstances**

**State –** Name .....  
 Address .....  
 Fax ..... Email .....  
 Tel:.....

The Valuation period or partial valuation period for which relief is sought .....

**Part 1. Complete this section to apply for relief in the valuation period you have stated above.**

Insert below details of the hereditament (property) for which small business rate relief is sought -

Property reference number (From demand notice)	Ratepayer's name and trading name. Include all partners	Full address of the rateable hereditament (property)	Owner of property (Name & Address)	Occupied (Please tick)	Vacant (Please tick)	Rateable Value (if known)

State any other hereditament (Non domestic/business property) in England the ratepayer occupies -

Property reference number and local authority (From demand notice)	Full address of the rateable hereditament (property)	Owner of property (Name & Address)	Occupied (Please tick)	Vacant (Please tick)	Rateable Value (if known)

**Part 2. Complete this section where occupation or vacation of another property has taken place. (If no changes go to Part 3)**

If the application is being made to notify the billing authority of a change in circumstances but the hereditament (property) for which the ratepayer is seeking relief remains unchanged, state the hereditament (property) in England which the ratepayer has started to occupy/vacate since making their first application for the valuation period -

Property reference number (From demand notice)	Full address of the rateable property (hereditament)	Owner of property (Name & Address)	Date ratepayer started to occupy/vacate	Rateable Value (If known)

**Part 3. Declaration**

\*I confirm that the hereditaments (properties) listed in **Part 1** are the only hereditaments (properties) in England occupied by **[insert name of ratepayer]**.....

OR

\*I confirm that the changes listed in **Part 2** are the only changes relating to the hereditaments (properties) in England occupied by **[insert name of ratepayer]** .....

and the date of those changes has been accurately recorded. .... **\*Delete as appropriate**

**Signature of the ratepayer or person authorised to sign on behalf of the ratepayer**.....  
(If a limited company must be the director)

**Capacity of the person signing [e.g. sole trader, partner, director]** ..... **Date** .....

Please return this form to – Revenue Services, South Norfolk Council, Swan Lane, Long Stratton, Norwich NR15 2XE