Ribble Valley Borough Council

Director of Resources
Council Offices
Church Walk
CLITHEROE
Lancashire BB7 2RA
Tel: 01200 414451

APPLICATION FOR SMALL BUSINESS RATE RELIEF 2007/2008 TO 2009/2010

NB. PLEASE READ THE NOTES OVERLEAF BEFORE COMPLETING THIS FORM.

1.(a) Name of Ratepayer: ……..……

Address of Ratepayer: ……..……..

……

Tel No: ……..….. Fax No: ……..…….. e-mail address: ……..……

(b) Period for which relief is sought: ……..

2. Complete this section if this is your first application for this period.

Property Reference:													

(a) Address of Property that Application Applies …..……

……

(b) Is this the only business property in England that you occupy? YES / NO

(c) If "NO" what other properties do you occupy?

……..……..……

I confirm that the properties listed above are the only business properties occupied by:

(Insert name of ratepayer) ……..……

Signature of the Ratepayer / person authorised to sign ……..

Capacity of person signing …….…… Date ……..……

3. Complete this section if notifying a change of circumstances.

(a) Address of the new property occupied by the ratepayer?

……..……..

(b) The date that the change(s) occurred?

……

I confirm that the changes listed above are the only changes relating to the properties occupied by: *(Insert name of ratepayer)* ……..……and the date of the changes have been accurately recorded.

Signature of the Ratepayer / person authorised to sign …….……..……..

Capacity of person signing ……..……..…… Date ……..……

Notes

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 up occupation of an additional property. Part 2 must be completed for a first application in a valuation period and part 3 for a fresh application.

A valuation period is the period of five years for which a local non-domestic rating list is in force (ie 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.

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 2 (part 3 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 3 (part 2 need not be completed). It should be noted that, for any particular day, the billing authority will disregard the ratepayer's occupation of an additional property in England where –

(a) its rateable value shown in the local non-domestic rating list for that day is not more than £2,199; and

(b) the aggregate rateable value on that day of all the properties the ratepayer occupies in England is not more than £21,499 (where the property for which relief is sought is situated in Greater London) or £14,999 (where the property for which relief is sought is situated outside Greater London).

Therefore, if the ratepayer occupies more than one property, their entitlement to relief is dependant on the rateable values of the other properties they occupy. Where the ratepayer occupies properties in more than one area, if the rateable value of a property outside of the area of the billing authority granting the relief goes up, the ratepayer must notify that billing authority of the increase. This does not require a fresh application but must be done in writing.

If the ratepayer is uncertain about which billing authority area any of the properties they occupy is in, they should contact the authority which grants the relief.

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.

NB. YOU MUST NOTIFY US IF YOUR CIRCUMSTANCES CHANGE DURING THE YEAR. FAILURE TO DO SO MAY RESULT IN YOU LOSING ANY RELIEF GRANTED.

WARNING- IT IS A CRIMINAL OFFENCE FOR A RATEPAYER TO GIVE FALSE INFORMATION WHEN MAKING AN APPLICATION FOR SMALL BUSINESS RELIEF