

Contact: Business Rates/NDSPR  
 Telephone: 01422 393699  
 E-Mail: Business.rates@calderdale.gov.uk



Enter name & address:

**Revenues & Benefits Service**

PO Box 51

Halifax

HX1 1TP

**\*Application form for Small Business Rate Relief - Reference**

*\*Please read the explanatory notes on the back and ensure the form is fully completed or it will be invalid.*

<b>1. New Application</b>		
<b>1a) Name(s) of ratepayer(s)</b> (including trading name and / or Company Number)		
<b>1b) Property to which this application relates</b>	Rateable Value	£
<b>1c) The full addresses of any other BUSINESS properties you occupy in England and the rateable value.</b>	Rateable Value	£
<b>1d) Your Total Rateable Value (Please complete)</b>		£
<b>1e) Please give the exact date you believe you are entitled to Small Business Rate Relief from: -----/-----/-----</b>		
<b>2. CHANGE OF CIRCUMSTANCES ONLY</b>		
2a) If this application is being made to notify us of a change in circumstances but the business property for which you are seeking relief remains unchanged, state –		
<ul style="list-style-type: none"> <li>the business property / properties in England which you have started to occupy and the date you occupied them, since making your first application</li> <li>the date on which you occupied or stored goods in the property ----- / ----- / -----</li> </ul>		
<b>SIGNATURE AND DECLARATION</b>		
I confirm that the properties in England listed in <b>*SECTION 1</b> or that the changes in <b>*SECTION 2</b> are the only ones occupied by (insert name of ratepayer) .....		
* delete as appropriate		
Signature of the ratepayer or person authorised to sign on behalf of the ratepayer .....		
Capacity of the person signing .....	Telephone Number .....	Email Address.....
Date ----- / ----- / -----		

Yours Faithfully

Isabel Brittain  
 Interim Chief Finance Officer

## Explanatory Notes

The application form must be signed by the ratepayer or a person authorised to sign on behalf of the ratepayer. This means, where the ratepayer is: a partnership, a partner of that partnership: a trust, a trustee of that trust: a company, a director of that company, and in any other case, a person duly authorised to sign on behalf of the ratepayer. Currently, you can apply for small business rate relief at any time during the current valuation period and up to 6 months after the end of this period. You can also apply up to 6 months after the date the Council is told about a change in the rateable value that means the property would be eligible for relief if this is later.

**The form may be used to make a first application for relief in respect of a business property or for a fresh application that is required because you have taken up occupation of an additional business property. Question 1 should be completed for a new application.**

**The appropriate part of the declaration must also be completed.**

If you do not occupy any additional business properties you will not need to apply for relief each year but you must still inform us of any changes in your circumstances that may affect your entitlement within 4 weeks of the change taking place.

**Please note that Small Business Rate Relief can only be claimed for one business property.**

The criteria for qualifying for the relief are:

- The rateable value of the property must be within the rateable value threshold applicable for relief when making applications.
- The property must meet the criteria on each day for which relief is claimed.
- Relief will only be awarded to ratepayers with either:
  - One occupied business property in England, or
  - **One main property in England and other additional business properties providing those additional properties EACH have a rateable value of less than £2,900 and the total rateable value of all properties remains under £19,999.**
  - Relief can only be awarded for the main property and the charge for additional properties will be based on the higher non-domestic multiplier.

The amount of relief granted may change if your property's rateable value goes above or below the threshold.

Since 1 April 2014, if you have taken on a second property to expand your business, you are still able to claim relief on your initial property for a 12 month period.

### Charity Or Rural Rate Relief

If you already receive either mandatory charity or mandatory rural rate relief, you do not qualify for small business relief.

**Please note; It is a criminal offence for a ratepayer to give false information when making an application for Small Business Rate Relief.**