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## Application For Small Business Rate Relief

From 1 April 2005, the government introduced relief for small businesses. A ratepayer that only occupies one property may qualify for a reduction in their full rates bill. There will be two rating multipliers in each rating year, a Small Business Rate multiplier and a National Non-domestic multiplier.

### Which businesses will qualify?

To qualify for your rates bill to be calculated using the lower small business rate relief multiplier and for possible additional rate relief, you must occupy either:

- (a) One property, or
- (b) One main property and other additional properties, provided that those properties have rateable values of less than £2,200

The rateable value of the property mentioned in (a) or the total rateable values of all properties mentioned in (b), must be under £21,500. The rateable values are those applying on 1<sup>st</sup> April in each financial year. **The relief does not apply to empty properties.**

### Amount of relief

Small businesses that qualify will have the rate bill for their main property calculated using the Small Business Rate multiplier. The following additional relief will also apply:

Eligible properties with a rateable value of up to £5,000 will receive 50% rate relief.

Eligible properties with a rateable value of more than £5,000 but less than £10,000 will receive rate relief on a decreasing sliding scale - approximately 1% for every £100 up to a rateable value of £9,999.

Eligible properties with a rateable value between £10,000 and £21,499 will not get rate relief. However, they will have their rate bill calculated using the Small Business Rates multiplier.

### How to apply for small business rate relief

Complete the application form overleaf and return it to the above address as soon as possible. We will then assess your entitlement and send you an amended bill if you qualify. You must apply on or before the 30 September in the year after the rating year for which you are first claiming. Relief will be awarded for the duration of the current rating list period so will end on the 31 March 2010. You will then be required to apply again for the next rating list period, which starts 1 April 2010 for 5 years. If you require assistance, please contact the Business Rates Team. Contact details are shown above. Further information can be obtained from the Department for Communities and Local Government or visit [www.communities.gov.uk](http://www.communities.gov.uk)

**Please turn over**

**APPLICATION FOR SMALL BUSINESS RATE RELIEF**

**Property for which Small Business Rate Relief is being claimed**

Rate Reference	Address and Post Code	Rateable Value

<b>Ratepayer name</b>		
<b>Type of business:</b> <i>(Please circle as appropriate)</i>	Sole trader / Partnership / Limited company / Other - please specify	
<b>Correspondence address</b>		
<b>Telephone number</b>	<b>Fax number</b>	<b>E-mail address</b>

<b>Financial year or, if part only, the dates within a financial year for which relief is being claimed</b>	
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Please list all other non-domestic properties for which the ratepayer is responsible in Barnet. If the ratepayer is responsible for no other properties, please write **NONE**. Use an additional sheet of paper if necessary.

Rate Reference	Address and Post Code	Rateable Value

Please list all other non-domestic properties for which the ratepayer is responsible elsewhere in England. If the ratepayer is responsible for no other properties, please write **NONE**. Use an additional sheet of paper if necessary.

Rating Authority	Address and Post Code	Rateable Value

**Declaration:**

I confirm that the properties listed above are the only properties in England occupied by *(insert the name of the ratepayer)* \_\_\_\_\_ and I understand that it is a criminal offence to provide false or misleading information when making an application for relief.

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

Capacity of person signing \_\_\_\_\_ Date \_\_\_\_\_

*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 partnership, a partner of that partnership
- a trust, a trustee of that trust
- a corporate body, a director of that body
- in any other case, a person duly authorised to sign on behalf of the ratepayer.

**Please return your completed form to:** Barnet Council, Business Rates, PO Box 329, Sale, M33 6XR

You must inform the Business Rates Team within 14 days of any changes in circumstances that may affect your entitlement to the relief.