

APPLICATION FOR SMALL BUSINESS RATE RELIEF

1. PLEASE STATE:

Name of Ratepayer(s):

.....

Trading Name:

Contact Address:

.....

Business Rate Account Number:

Contact telephone number:

Fax number: E-mail address:

Rating year (or, if part only, the dates within a rating year for which relief is sought):

.....

2. PLEASE GIVE THE FULL ADDRESS (INCLUDING POSTCODE) OF THE FOLLOWING:

(a) The hereditament (property) for which rate relief is sought:

.....

.....

(b) Any other hereditaments in England occupied by the Ratepayer(s). Please do not include properties for which you pay Council Tax.

.....

.....

.....

(Continue on another sheet if necessary.)

DECLARATION

I confirm that the hereditaments listed overleaf are the only hereditaments in England

occupied by
(please insert name of Ratepayer)

Signature of Ratepayer/person authorised to sign)
(see Notes below)

Capacity of person signing
(see NOTES below)

Date:

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

NOTES

‘Hereditament’ means a property which is or may become liable to non-domestic rates, i.e. is shown in the Valuation List.

All hereditaments in England occupied by the ratepayer must be listed. 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 £2,199; and
- (b) the aggregate rateable value on that day of all the hereditaments the Ratepayer occupies in England is not more than £21,499 (where the hereditament for which relief is sought is in Greater London) or £14,999 (where the hereditament for which relief is sought is situated outside Greater London).

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, by a partner of that partnership;
- (b) a trust, by a trustee of that trust;
- (c) a body corporate, by a director of that body, and
in any other case, by a person duly authorised to sign on behalf of the ratepayer.

PLEASE RETURN THE COMPLETED FORM TO:

**The Business Rates Section,
Civic Offices, Station Road,
Addlestone, KT15 2AH**

Telephone: 01932 425415/425412

Fax: 01932 838384

e-mail: businessrates@runnymede.gov.uk