


**Revenues Section,
Watford WD17 3EX**

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SMALL BUSINESS RATE RELIEF FORM 2017/2018

Company Name		Company Reg No	
Address		Date you wish to claim SBRR from (DD/MM/YY)	

Trading Name and name of business owner		Telephone number 	
Fax number		Email address	
Address of property you are claiming relief on (if different from above)			

Is this the only business property in England that you use? (✓ as applicable) (If you are a partner in another business you must answer 'No')			
Yes	<input type="checkbox"/>	If you have ticked 'Yes' please turn over the page	No
	<input type="checkbox"/>		If you have ticked 'No' please complete the box below

Details of other business properties you use in England	
Property address	Name of Council

Statement	The information you provide on this form is subject to the provisions of the Data Protection Act 1998. The proper details may be shared with other departments within the Council and Central Government agencies and departments in accordance with the provisions of the Act.
I confirm that, in England, I use only the property or properties shown over the page. The property is not unoccupied.	
Your signature, or signature of someone authorised to sign	Date
Print Name	Position (for example, Director)
Advice about signing this form:-	
The application must be signed by the ratepayer or a person authorised to sign on your behalf. This means, if the ratepayer is: (a) a partnership, it must be signed by a partner of that partnership; (b) a trust, it must be signed by a trustee of that trust; or (c) a corporate organisation, it must be signed by a director of that organisation. In any other case, a person you have authorised may sign on your behalf.	
Warning – It is a criminal offence for you to give false information when applying for small-business relief.	

PLEASE READ THESE NOTES BEFORE RETURNING YOUR APPLICATION TO THE COUNCIL

THE SCHEME

The scheme applies to businesses with rateable values of less than £15,000. However, **small business rate relief can only be claimed for one property**. When completing the application form you must list all the business properties you use. If you start to use a new property after making an application you must tell us immediately. Please note, we will disregard your use of an additional property in England where: -

- 1) Its rateable value shown in the local non-domestic rating list is less than £2,900; and
- 2) The aggregate rateable value of all the properties you use in England is less than £20,000 where the main property is outside Greater London or is less than £28,000 if the main property is within Greater London.

Therefore, if you use more than one property, your entitlement to relief is dependant on the rateable values of other properties you use. **Relief cannot be claimed for unoccupied properties.**

Following the Chancellor of the Exchequer's statement in December 2013, you will still be able to claim Small Business Rate Relief for twelve months if you have occupied another property on or after 1 April 2014.

CLAIMS AND VALUATION PERIODS

Please use this application form to claim small business rate relief for the valuation period 1 April 2017 to 31 March 2022. A valuation period is the period for which a local non-domestic rating list is in force (i.e. the period between revaluations of non-domestic properties) and if you do not take up occupation of any additional properties you will not need to apply for relief more than once in future valuation periods. The next valuation period will commence on 1 April 2022.

CHANGES IN CIRCUMSTANCES

If your circumstances change during a valuation period you must notify us of the changes. The most important changes to tell us about are: -

- 1) If you start to use any property, which is not mentioned on your initial application form.
- 2) If you have any other property which is not in this council's area and the rateable value of that property increases
- 3) You vacate the premises that you have claimed for.

You must notify us of the changes within 4 weeks of the date of the change. If you fail to do this you will lose the relief. You must write to us to inform us of any changes that occur in the future.