

LONDON BOROUGH OF SUTTON

Application Form for Small Business Rates Relief

By completing this form I confirm that I have read, understood and comply with the notes in this application.



Sutton

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www.sutton.gov.uk/businessrates

Part 1)

a) Applicants (ratepayer) name:

Account Number:

Name(s):

Registered Address:

Telephone Number:

E-Mail Address:

TYPE OF BUSINESS (circle as applicable):

SOLE TRADER / JOINT RATEPAYERS / PARTNERSHIP / LIMITED COMPANY

If a Limited Company, please supply company registration number here:

b) The Valuation period or partial period for which the relief is sought

Part 2) Please provide the details of the hereditament (address) that you are claiming for:

Address:

Property reference number:

Rateable value:

If you occupy any other addresses in England, please list them below (if none please state none):

Address

Local Authority

Reference Number

Address	Local Authority	Reference Number

Part 3) If the application is being made to notify the billing authority of a change in the circumstances but the hereditament (property) for which the ratepayer is seeking relief remains unchanged, state-

a) the hereditament in England which the ratepayer has started to occupy since making their first application for the valuation period

b) the date on which the ratepayer started to occupy that hereditament-

* I confirm that the hereditament listed in paragraph 2, are the only hereditaments in England occupied by [Please insert name of ratepayer].....

OR

* I confirm that the changes listed in paragraph 3, are the only changes relating to the hereditament in England occupied by [Please insert name of ratepayer] and the date of these changes has been accurately recorded.

DECLARATION, WHICH MUST BE SIGNED IN ORDER FOR YOUR APPLICATION TO BE ASSESSED

I declare that the contents of this document are true to the best of my knowledge. I understand that if I knowingly give false or misleading information that I may be liable on prosecution for theft by obtaining pecuniary advantage by deception and/or on summary conviction to a fine not exceeding level 2 on the standard scale.

Signature _____

Name _____ Date _____

Capacity (please circle as appropriate) Owner / Director / Partner / Other

Guidance Notes for completing this form

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. Paragraph 2 must be completed for a first application in a valuation period and paragraph 3 for a fresh application. The appropriate part of the declaration must also be completed and the part which is not applicable deleted.

A valuation period is the period of five years for which a local non-domestic rating list is in force (i.e. 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 the 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 paragraph 2 (paragraph 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 paragraph 3 (paragraph 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 £2,599; and
- (b) the aggregate rateable value on that day of all the properties the ratepayer occupies in England is not more than £25,499 (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 dependent 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 the 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 authorized 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 all other cases, a person duly authorized to sign on behalf of the ratepayer.

Warning – it is a criminal offence for a ratepayer to give false information when making an application for small business rate relief.