

**BUSINESS RATES APPLICATION FOR SMALL BUSINESS RATE RELIEF**

Please complete this form if your business is entitled to Small Business Rate Relief on your Business Rates (Non-Domestic Rates). Please read the notes overleaf before completing. Any queries call Business Rates on (01279) 446688 or e-mail [business.rates@harlow.gov.uk](mailto:business.rates@harlow.gov.uk)

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Business Rates account ref (if known):  
[ ][ ][ ][ ][ ][ ][ ][ ][ ]  
Date form issued:  
[ ] / [ ] / [ ]

► **Please complete all sections in CAPITAL LETTERS**

V6.4 PINK 17/3/2017

**1 Property address that you are applying for Small Business Rate Relief:**

Property reference number (if known): \_\_\_\_\_  
Postcode: \_\_\_\_\_

**2 Please provide details of your business: (Please answer all questions)**

**A. Is your business a limited company?** Yes  No

If Yes, please provide the following details:

**Company reg number:** \_\_\_\_\_

**Company name:**

\_\_\_\_\_

**B. Is your business a charity?** Yes  No

If Yes, please provide the following details:

**Charity reg number:** \_\_\_\_\_

**Charity name:**

\_\_\_\_\_

**C. If your business is not a company / charity what is your trading name?**

\_\_\_\_\_

**D. Please provide the names & home addresses of the traders OR the directors of the company:**

Title First names Surname Address Postcode

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**E. Address for correspondence (if different to the above property):**

\_\_\_\_\_  
Postcode: \_\_\_\_\_

**F. What is the nature of your business?**

\_\_\_\_\_

► **Now go on to complete section 3 and the declaration overleaf** ►

**3 Are you liable for Business Rates on any other property in England or Wales?** (Please tick)

Yes

No

If **Yes**, please provide details below of any other business premises you or your company / organisation are liable for in England or Wales. Please continue on a separate sheet if necessary.

Property address	Is this property occupied? Yes / No	Billing Authority to whom Business Rates are paid	Business Rates account reference number for your business	2017 Rateable Value
Postcode:				
Postcode:				
Postcode:				
Postcode:				

▶ **Very important!!! – The ratepayer must now complete the declaration below. Where, for example, the ratepayer is a company or partnership, it must be signed by a director of that company or one of the partners, and the person signing should state his or her position. Managers' signatures are unacceptable.** ▼

**4 Notes:**

Ratepayers who are not entitled to another mandatory relief or are liable for unoccupied property rates and occupy a property with a rateable value which does not exceed £50,999 will have their bill calculated using the lower small business non-domestic rating multiplier, rather than the national non-domestic rating multiplier.

In addition, generally, if the sole or main property is shown on the rating list with a rateable value which does not exceed £15,000, the ratepayer will receive a percentage reduction in their rates bill for this property of up to a maximum of 100% for a property with a rateable value of not more than £12,000.

Generally, this percentage reduction (relief) is only available to ratepayers who occupy either-

- (a) one property, or
- (b) one main property and other additional properties providing those additional properties each have a rateable value which does not exceed £2,899.

The rateable value of the property mentioned in (a), or the aggregate rateable value of all the properties mentioned in (b), must not exceed £19,999 outside London or £27,999 in London on each day for which relief is being sought. If the rateable value, or aggregate rateable value, increases above those levels, relief will cease from the day of the increase.

However, the Government has introduced additional support to small businesses. For those businesses that take on an additional property which would normally have meant the loss of small business rate relief, the Government has confirmed that they will be allowed to keep that relief for a period of 12 months.

An application for Small Business Rate Relief is not required. Where a ratepayer meets the eligibility criteria and has not received the relief they should contact their local authority. Provided the ratepayer continues to satisfy the conditions for relief which apply at the relevant time as regards the property and the ratepayer, they will automatically continue to receive relief in each new valuation period.

Certain changes in circumstances will need to be notified to the local authority by a ratepayer who is in receipt of relief (other changes will be picked up by the local authority). The changes which should be notified are-

- (a) the ratepayer taking up occupation of an additional property, and
- (b) an increase in the rateable value of a property occupied by the ratepayer in an area other than the area of the local authority which granted the relief.

**DECLARATION:**

- I / We declare that the information given on this form is complete and accurate to the best of my / our knowledge and belief.
- I / We authorise Harlow Council to make any necessary enquiries to verify the information on this form, within the terms of the Data Protection Act 1998.
- I / We will declare any change that may affect entitlement to this relief will be notified to the council.
- I / We confirm the hereditament to which the application relates is the only one occupied by me / us in England and Wales.
- I / We realise it is a criminal offence for a ratepayer to give false information when making an application for Small Business Rate Relief and may result in criminal prosecution.

Signature(s):

Name(s):

Position(s):

Date:

Daytime telephone number:

E-mail address:

▶ **Once completed and signed send this form to: REVENUES & BENEFITS, HARLOW COUNCIL, CIVIC CENTRE, THE WATER GARDENS, HARLOW, ESSEX CM20 1WG**

**How we will use your information**

The Council uses your personal information in order to administer and enforce Council Tax under the Local Government Finance Act 1992. This authority has a duty to protect public funds it administers, and may use information you have provided on this form for the prevention and detection of fraud. It may also share this information with other bodies responsible for auditing or administering public funds for these purposes. For further information, see [www.harlow.gov.uk/data-matching](http://www.harlow.gov.uk/data-matching) on Harlow Council's website. The Council will also use the information for the purpose of performing any of its statutory enforcement duties and any disclosures required by law.