

Your Non Domestic (Business Rates) Guide



2011/12

- How your bill is calculated
- How to get money off your bill
- How to get in touch

www.calderdale.gov.uk
0845 245 8000

Calderdale
Council

Budget Statement

“The Council’s budget has been put together under the most challenging circumstances faced by the Council since it was set up in 1974. The new Coalition Government set out plans to reduce public spending by up to 25% over the next three years. This has resulted in the Council having to make savings of £28m in total, with £15m required in the next year. There are also growing pressures for services to the most vulnerable people.

Faced with these challenges, the Council has consulted widely about local priorities and the budget proposals. You said we should:

- Protect front line services – especially for vulnerable people
- Do all we can to be efficient, cut waste and secure better value for money
- Not try to do everything ourselves, especially when others can do it better
- Keep charges for services affordable and fair, but increase them if it protects services
- Work smarter, reduce management and flatten the structure
- Cooperate with other organisations to provide better services

We listened, and the budget shows how we intend to deliver the required savings in line with your priorities. You also told us that we should be protecting vulnerable people, so the budget also includes additional funding:

- For more vulnerable children, older people and people with disabilities and for Intensive Family Support to reduce the number of children coming into local authority care
- For the development of local and neighbourhood services

We also know that the economic downturn affects all our residents, so, despite the financial pressures, there will be no increase in the Council Tax in Calderdale for 2011/12.”



Janet Battye

Councillor Janet Battye,
Leader of the Council



Tim Swift

Councillor Tim Swift,
Deputy Leader of the Council

Getting in touch

If you have any queries about your Business Rates, please contact the Business Rates section at:

Revenues Services

PO Box 51, Princess Buildings

Halifax HX1 1TP

Telephone: 01422 393699

Email: business.rates@calderdale.gov.uk

Web: www.calderdale.gov.uk/business/businessrates



The Valuation Office which deals with this area is at:

42 Eastgate, Leeds LS2 7JL

Telephone: 0113 388 4500

Introduction

Non-Domestic Rates, (more commonly known as Business Rates), collected by local authorities, are the way that those who occupy business property contribute towards the cost of local services. Except in the City of London, where special arrangements apply, the rates collected by local authorities are pooled by central government and redistributed to local authorities as part of the annual formula grant settlement. The redistributed money, together with revenue from Council Tax payers, revenue support grant provided by the Government and certain other sums, is used to pay for the services provided by your local authority and other local authorities in your area.

Rateable Value

Apart from properties that are exempt from Business Rates, each business property has a rateable value which is set by the Valuation Officers of the Valuation Office Agency (VOA), an agency of Her Majesty's Revenue and Customs. They draw up and maintain a full list of all rateable values, available on their website at www.voa.gov.uk

The rateable value of your property is shown on the front of your bill. This broadly represents the yearly rent the property could have been let for on the open market on a particular date. For the revaluation that came into effect on 1st April 2010, this date was set as 1st April 2008.

The valuation officer may alter the value if circumstances change. The ratepayer (and certain others who have an interest in the property) can also appeal against the value shown in the list if they believe it is wrong.

Further information about the grounds on which appeals may be made and the process for doing so can be found on the VOA website at www.voa.gov.uk or from your local valuation office.

National Non-Domestic Rating Multiplier

The local authority works out the Business Rates bill by multiplying the rateable value of the property by the appropriate multiplier.

There are two multipliers;

- the standard non-domestic rating multiplier, and
- the small business non-domestic rating multiplier

The former is higher to pay for Small Business Rate Relief. Except in the City of London where special arrangements apply, the Government sets the multipliers for each financial year for the whole of England according to formulae set by legislation. Between revaluations the multipliers change each year in line with inflation and to take account of the cost of Small Business Rate Relief. In the year of revaluation the multipliers are rebased to account for overall changes to total rateable value and to ensure that the revaluation does not raise extra money for Government. The current multipliers are shown on the front of your bill.

Revaluation 2010 and Transitional Arrangements

All rateable values are reassessed every five years at a general revaluation. The current rating list is based on the 2010 revaluation. Five-yearly revaluations make sure each ratepayer pays their fair contribution and no more, by ensuring that the share of the national rates bill paid by any one ratepayer reflects changes over time in the value of their property relative to others. Revaluation does not raise extra money for Government.

Whilst the 2010 revaluation will not increase the amount of rates collected nationally, within this overall picture, over a million properties will see their business rate liabilities reduced and some ratepayers will see increases.

For those that would otherwise see significant increases in their rates liability, the Government has put in place a £2 billion transitional relief scheme to limit and phase in changes in rate bills as a result of the 2010 revaluation. To help pay for the limits on increases in bills, there also have to be limits on reductions in bills. Under the transition scheme, limits continue to apply to yearly increases and decreases until the full amount is due (rateable value times the appropriate multiplier). The scheme applies only to the bill based on a property at the time of the revaluation. If there are any changes to the property after 1st April 2010, transitional arrangements will not normally apply to the part of a bill that relates to any increase in rateable value due to those changes.

Limits for 2011/12	
Increase - large property	17.5%
Increase - small property	7.5%
Reduction - large property	6.7%
Reduction - small property	30.0%
Adjustment for inflation	1.047
Small Property = RV less than £18,000	

Changes to your bill as a result of other reasons (such as because of changes to the amount of Small Business Rate Relief) are not covered by the transitional arrangements.

The transitional arrangements are applied automatically and are shown on the front of your bill. Further information about transitional arrangements and other reliefs may be obtained from www.businesslink.gov.uk

More information on revaluation 2010 can be found at www.voa.gov.uk

Unoccupied Property Rating

Business Rates will not be payable in the first three months that a property is empty. This is extended to six months in the case of certain industrial properties. After this period rates are payable in full unless the unoccupied property rate has been reduced by the Government by order. In most cases the unoccupied property rate is zero for properties owned by charities and Community Amateur Sports Clubs (CASC). In addition, there are a number of exemptions from the unoccupied property rate. Full details on exemptions can be obtained from the local authority. If the unoccupied property rate for the financial year has been reduced by order, it will be shown on the front of your bill.

Partly Occupied Property Relief

A ratepayer is liable for the full Business Rate whether a property is wholly occupied or only partly occupied. Where a property is partly occupied for a short time, the local authority has discretion in certain cases to award relief in respect of the unoccupied part. Full details can be obtained from the local authority.

Small Business Rate Relief

This relief is only available to ratepayers who apply to their local authority and 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 £2,599.

The rateable value of the property mentioned in (a), or the aggregate rateable value of all the properties mentioned in (b), must not exceed £17,999 outside London or £25,499 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.

Ratepayers who satisfy these conditions will have the bill for their sole or main property calculated using the lower small business non-domestic rating multiplier rather than the national non-domestic rating multiplier that is used to calculate the liability of other businesses.

In addition, if the sole or main property is shown in the rating list with a rateable value which does not exceed £12,000, the ratepayer will receive a percentage reduction in their rates bill for this property of up to a maximum of 50% for a property with a rateable value of not more than £6,000.

If an application for relief is granted, 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 not need to re-apply for relief in each new valuation period.

Certain changes in circumstances will need to be notified to the local authority by the ratepayer (other changes will be picked up by the local authority). The changes which must be notified are -

(a) the ratepayer taking up occupation of another business property they did not occupy at the time of making their application for relief, 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.

Notification of these changes must be given to the local authority within 4 weeks of the day after the day on which the change happened. If this happens, there will be no interruption to the ratepayer's entitlement to the relief. A notification that the ratepayer has taken up occupation of an additional property must be by way of a fresh application for relief; notice of an increase in rateable value must be given in writing.

Full details of the eligibility criteria and how to apply for this relief are available from www.calderdale.gov.uk/business/businessrates

An application form is provided on page 11 of this leaflet.

Charity and Community Amateur Sports Club (CASC) Relief

Charities and registered CASCs are entitled to 80% relief where the property is occupied by the charity or the CASC, and is wholly or mainly used for the charitable purposes of the charity (or of that and other charities), or for the purposes of the CASC (or of that and other CASCs).

The local authority has discretion to give further relief on the remaining bill. Full details can be obtained from www.calderdale.gov.uk/business/businessrates

Non-Profit Making Organisation Relief

The local authority has discretion to give relief to non-profit making organisations. Full details can be obtained from www.calderdale.gov.uk/business/businessrates

Hardship Relief

The local authority has discretion to give relief in special circumstances. Full details can be obtained from www.calderdale.gov.uk/business/businessrates

Rate Relief for Businesses in Rural Areas

Certain types of properties in a rural settlement with a population below 3,000 may be entitled to relief. The property must be the only general store, the only post office or a food shop and have a rateable value of less than £8,500, or the only public house or the only petrol station and have a rateable value of less than £12,500. **The property has to be occupied.** An eligible ratepayer is entitled to relief at 50% of the full charge whilst the local authority also has discretion to give further relief on the remaining bill.

In addition, the local authority can give relief on certain other occupied property in a rural settlement where the rateable value is less than £16,500.

Full details can be obtained from the local authority.

Deferred Payment of 2009/10 Rates Liabilities

Ratepayers in 2009/10 were able to defer payment of 3% of their 2009/10 rates bill and, where applicable, 60% of the increase in that bill due to the ending of the 2005 rating list Transitional Relief Scheme. The right to apply for deferral has now ended. For those ratepayers who applied for this scheme, the deferred amount to be collected in 2010/11 and 2011/12 will be included in the bills for each of those years respectively.



Rating Adviser

Ratepayers do not have to be represented in discussions about their rateable value or their rates bill. **Appeals against rateable values can be made free of charge.** However, ratepayers who do wish to be represented should be aware that members of the Royal Institution of Chartered Surveyors (RICS – **website www.rics.org**) and the Institute of Revenues, Rating and Valuation (IRRV – **website www.irrv.org.uk**) are qualified and are regulated by rules of professional conduct designed to protect the public from misconduct.

Before you employ a rating adviser, you should check that they have the necessary knowledge and expertise, as well as appropriate indemnity insurance. Take great care and, if necessary, seek further advice before entering into any contract.

Did you know.....

You can carry out the following transactions on our website?

www.calderdale.gov.uk/business/businessrates

- Register for business rates
- Download a Small Business Rate Relief application form
- Appeal against your rateable value to the Valuation Office Agency
- Register for electronic billing
- Set up a Direct Debit
- Make a payment by debit or credit card
- Apply for discretionary rate relief
- Tell us by email about any other changes

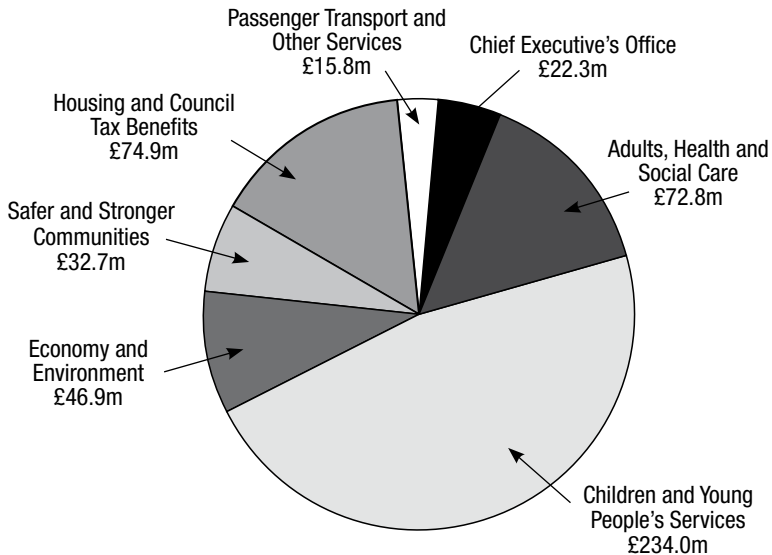
Where the money goes

What your Council will spend in 2011/12 on the Provision of Services

Budget	Adjusted 2010/11 £ m	2011/12 £ m
Gross Expenditure	515.0	499.4
Contribution from Balances	0.2	-0.6
Fees and Charges	-43.7	-45.3
Grants and Contributions	-135.8	-128.6
Dedicated Schools Grant (DSG)	-161.3	-161.7
Budget Requirements	174.4	163.2
Government Grant/Business Rate	-93.9	-82.4
Collection Fund Surplus	-0.4	-0.2
Council Tax Income	80.1	80.6

Due to the significant changes in Government funding for 2011/12, the figures for the previous year have been represented to aid comparison.

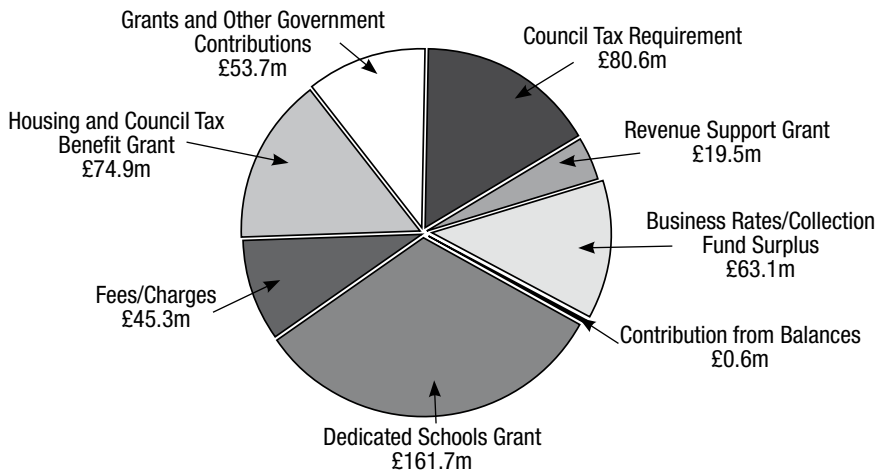
Gross Expenditure



Parish Council Precepts in their Respective Areas		
Parishes	2010/11 £'000	2011/12 £'000
Blackshaw Parish Council	5.5	5.5
Erringden Parish Council	1.4	1.4
Hebden Royd Parish Council	198.7	199.8
Heptonstall Parish Council	13.3	13.3
Ripponden Parish Council	36.0	36.0
Todmorden Town Council	182.6	184.1
Wadsworth Parish Council	11.3	11.6
Total of Parishes Precepts	448.8	451.7

How is the Council Tax Requirement calculated?				
	Total		Per Resident	
	Adjusted		Adjusted	
	2010/11 £ m	2011/12 £ m	2010/11 £ p	2011/12 £ p
Calderdale Expenditure	174.4	163.2	865.58	797.83
Parish Council Precepts	0.4	0.5	2.23	2.44
Government Grants and Business Rates	-93.9	-82.4	-466.06	-402.69
Collection Fund Surplus	-0.4	-0.2	-1.99	-0.98
Total CMBC and Parishes Council Tax Income	80.5	81.1	399.75	396.60
WY Fire and Rescue Authority Precept	3.4	3.4	16.98	16.62
WY Police Authority Precept	8.5	8.6	42.28	42.04
Council Tax (including Parish receipts)	92.5	93.1	459.02	455.26
Calderdale Population			201,483	204,556

Where does Calderdale's Money come from?



Small Business Rate Relief Application Form

Application Form 2010/2015

Small Business Rate Relief

Please read the notes on page 6 before completing this form

Section 1 - New Application

Account Reference Number (please refer to your bill)

Name(s) of Ratepayer(s)

Either Sole Trader, Partnership or Limited Company

Full address of property to which the application relates

Rateable Value

£

Any other business properties you occupy in England

Rateable Value

£

Total rateable value of all properties occupied

Section 2 - Change of Circumstances

If you have started to occupy other business property in England since being granted relief on another, please give the address of the other property and the date that you occupied the premises.

Address

Occupation Date

/ /

** I confirm that the properties listed in **Section 1** are the only business properties in England that the ratepayer occupies

OR

** I confirm that the changes listed in **Section 2** are the only changes relating to the business properties in England occupied by the ratepayer and the date of those changes has been accurately recorded (** Delete as appropriate)

Signature of the ratepayer or person authorised to sign on behalf of the ratepayer

Capacity of the person signing

Date / /

Contact Details (Telephone number)

(Email)

CAUTION

IT is a criminal offence under Section 2 of the Theft Act 1978 for a ratepayer to give false information when making an application for Small Business Rate Relief.

Please complete and return to:

The Business Rates Section, PO Box 51, Princess Buildings, Halifax HX1 1TP



Revenues Services
PO Box 51, Princess Buildings
Halifax HX1 1TP
Telephone: 01422 393699
Email: business.rates@calderdale.gov.uk
Web: www.calderdale.gov.uk/business/businessrates

The information shown in this leaflet together with that shown on your bill constitutes the legal form of the Council Tax or Non Domestic Bill as required by the Council Tax and Non Domestic Rating (Demand Notices) (England) Regulations (as Amended) and The Council Tax (Demand Notices) (England) Regulations 2010. Calderdale Council has a statutory duty to produce this information, but have done so at minimum cost.
