

Business Rates Deferral Scheme Application Form

Ratepayer Details	
Name	
Address of the property on which you wish to defer	
Reference Number (<i>which can be found on your bill</i>)	
Telephone	
Fax (<i>where applicable</i>)	
Email (<i>where applicable</i>)	

Address for correspondence if different from the above	
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If you have more than one property in the same council area, you only need to fill in one application form. **Please put details in the additional properties section of this form.** If you have properties in more than one council area, you will need to apply to each council separately.

Declaration

As the ratepayer I wish to apply for deferral of payment of business rates payable in respect of the financial year beginning on 1st April 2009.

Signature of the ratepayer / person authorised to sign

.....

Date:

Capacity of the person signing

.....

Additional Properties	
Full address and reference numbers (<i>which can be found on your bill</i>) of any additional properties on which you wish to defer.	

If you have any other properties in this council area for which you wish to seek deferral please attach an additional sheet to this application.

Notes

This form may be used for an application for deferral of payment of business rates payable in respect of the financial year beginning on 1st April 2009.

Deferral may be applied for in respect of all properties in respect of which business rates are payable.

Where the ratepayer occupies more than one property within the area of the billing authority, a single form should be used to apply for deferral in respect of all of those properties.

To be automatically eligible for deferral, ratepayers must satisfy the following conditions:

- a) They must make an application for deferral to their local authority **on or before 31st March 2010**;
- b) They must not have paid their 2009/10 rates bill in full or be due to do so within 21 days of making their application; and
- c) They must not have lost the right to pay their 2009/10 rates bill by instalments by or on the date of service of the application.

Where they have lost that right, it is for the billing authority to decide whether to process the application and grant deferral.

The application must be signed by the ratepayer or a person authorised to sign on behalf of the ratepayer.

Ratepayers should be aware that where payment of business rates payable in respect of the financial year beginning on 1st April 2009 is deferred and subsequently the **ratepayer ceases to be liable to pay rate in respect of the property** to which the deferral applies, **the full outstanding liability** in respect of the 2009/10 financial year will become due and the deferral will cease to have effect.

Similarly, where a ratepayer fails to pay any instalment due in respect of the 2009/10 financial year and the billing authority serves a notice in accordance with regulation 8(1) of the Non-Domestic Rating (Collection and Enforcement) (Local Lists) Regulations 1989 and subsequently the ratepayer loses their right to pay by instalments, the deferral will cease to have effect.

Please return this form to:
Business Rates Team Revenues Services PO Box 72 Halifax HX1 1UD Telephone: (01422) 393699 Email: business.rates@calderdale.gov.uk

