Please Contact: Business Rates / **NDSPR**
Direct Tel 01422 393699
Email: business.rates@calderdale.gov.uk

Revenues Services
PO Box 51
Halifax
HX1 1TP

Small Business Rate Relief Application Form - Account Ref ____________

Before you complete this form, please read the explanatory notes on the back.

1. New Application For Rating List Period 1st April 2010 to 31st March 2016

Please ensure form is fully completed otherwise it will be invalid.

1a) Name(s) of ratepayer(s) (including trading name and / or Company Number)

1b) Property to which this application relates	Rateable Value	£
1c) The full addresses of any other **BUSINESS** properties you occupy in England and the rateable value.	Rateable Value	£
1d) Your Total Rateable Value (Please complete)		£

1e) Please give the exact date you believe you are entitled to Small Business Rate Relief from: -------/-------/------- (Earliest date we can backdate the application is 1 April 2010)

2. CHANGE OF CIRCUMSTANCES ONLY

2a) If this application is being made to notify us of a change in circumstances but the business property for which you are seeking relief remains unchanged, state –

- the business property / properties in England which you have started to occupy and the date you occupied them, since making your first application

- the date on which you occupied or stored goods in the property ---------- / ---------- / ---------

SIGNATURE AND DECLARATION

I confirm that the properties listed in **SECTION 1** are the only ones in England occupied by (insert name of ratepayer)………………………………………………………………… **OR**
I confirm that the changes listed in **SECTION 2** are the only changes relating to the properties in England occupied by (insert name of ratepayer)
…………………………………………………………
* Delete as appropriate

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

Capacity of the person signing ……………………………………………….
Telephone Number ……………..... Fax Number …………………..
Email Address ………………………………………………...
Date ---------- / ---------- / ----------

Yvonne M Kear ALIA dip, FPC
Revenues and Benefits Service Manager

Explanatory Notes

The application form must be signed by the ratepayer or a person authorised to sign on behalf of the ratepayer. This means, where the ratepayer is: a partnership, a partner of that partnership: a trust, a trustee of that trust: a company, a director of that company, and in any other case, a person duly authorised to sign on behalf of the ratepayer. Currently, you can apply for small business rate relief at any time during the current valuation period and up to 6 months after the end of this period. You can also apply up to 6 months after the date the Council is told about a change in the rateable value that means the property would be eligible for relief if this is later. **This means that you can still get small business rate relief backdated to 1 April 2010 if appropriate.**

The form may be used to make a first application for relief in respect of a business property or for a fresh application that is required because you have taken up occupation of an additional business property.
Question 1 should be completed for a new application.
The appropriate part of the declaration must also be completed.

If you do not occupy any additional business properties you will not need to apply for relief each year but you must still inform us of any changes in your circumstances that may affect your entitlement within 4 weeks of the change taking place. **Small Business Rate Relief can only be claimed for one business property.**

<u>Rateable Value Thresholds and Qualifying Conditions from 1 April 2010 – 30 September 2010</u>

Ratepayers of eligible properties with a rateable value of **£6,000** or less will receive **50%** relief. For businesses with a rateable value from **£6,001 - £12,000**, the relief then decreases on a sliding scale of about **1%** for every **£120** increase in rateable value up to **£12,000**. Businesses that have a rateable value from **£12,001 - £17,999** do not receive any percentage relief but have their bills calculated using the small business multiplier. The scheme is funded by a supplement to the business rates bill of those businesses not eligible for the relief.

<u>Increase in Relief from 1 October 2010 to 31 March 2016</u>

Any business will receive double the usual amount of relief during the above period. All businesses with a rateable value of £6,000 or less will receive 100% relief. All businesses with a rateable value of £12,000 or less will get double their current discount.

The criteria for qualifying for the relief are:

- The rateable value of the property must be within the above thresholds.
- The property must meet the criteria on each day for which relief is claimed.
- Relief will only be awarded to ratepayers with either:

One occupied business property in England, or

- **One main property in England and other additional business properties providing those additional properties EACH have a rateable value of less than £2,600 and the total** rateable **value of all properties remains under £18,000.** Relief can only be awarded for the main property and the charge for additional properties will be based on the higher non-domestic multiplier.

The amount of relief granted may change if your property's rateable value goes above or below the threshold.

Since 1 April 2014, if you have taken on a second property to expand your business, you are still able to claim relief on your initial property for a 12 month period.

<u>Charity Or Rural Rate Relief</u>

If you already receive either mandatory charity or mandatory rural rate relief, you do not qualify for small business relief.

It is a criminal offence for a ratepayer to give false information when making an application for Small Business Rate Relief.