

Account ref:

Date:

Dear Ratepayer

NON DOMESTIC RATES - SMALL BUSINESS RATE RELIEF

Eligible businesses with rateable values of below £12,000 are entitled to 100% rate relief on their liability. This relief will decrease on a sliding scale of 1% for every £30 the rateable value is over £12,000, up to a maximum of £15,000.

The relief is available to ratepayers with either:

- one property, or
- one main property and other additional properties, providing the additional properties do not have individual rateable values of more than £2,899, and the combined rateable value of all the properties in total is under £19,999 (or £27,999 in London). The threshold for the combined rateable value is dependent on the location of the main property.

In addition to this relief on liability, eligible businesses with rateable values below £50,999 will have their liability calculated using the small business multiplier.

The Small Business Rate Relief scheme will be funded by a supplement on the rate bill of those businesses not eligible for the relief. This supplement is built into the standard multiplier.

With effect from 1st October 2017, Small Business Rate Relief can be backdated to eligible businesses to 1st April 2012.

Yours sincerely

Revenues Section

Small Business Rate Relief Application

Account Number	
Ratepayer Name	
Address	
Telephone Number	
Email Address	
Address of property for which Small Business Rate Relief is sought	
Date from which Small Business Rate Relief is sought	
Please state the address of any other property you receive a Non Domestic Rates bill for, either In your company name or any company you may be affiliated to	

I confirm the hereditaments listed above are the only hereditaments in England occupied by:- (insert name of all ratepayers - if a Limited Company insert name of Limited Company)

--

I confirm that I am duly authorised to sign on behalf of the ratepayer

Name:	Signed:
Position:	Date:

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