



NNDR

**Application for
Small Business Rate Relief**



Promoting City, Coast & Countryside

Revenue Services

**Please return the completed form to:
Revenue Services, PO Box 4, Town Hall, Lancaster, LA1 1QR**

Name of Ratepayer:	Property Reference No:
	Account Reference No:
Address of Ratepayer:	
Relevant Property Address (if different from above):	
Is this the only business premises in England you occupy?	YES / NO
Give the address and Rateable Values of any other business premises you occupy in England	
Date from which relief sought:	
I confirm that the properties listed above are the only business properties in England occupied by: <i>(insert name of ratepayer)</i>	

Declaration.

I understand that it is a criminal offence to make a false statement when making an application for small business rate relief.

I accept responsibility for making this return and I declare that the information given is true and accurate to the best of my knowledge and belief.

Signature of the Ratepayer / person authorised to sign:		Capacity of person signing:
Date:	Contact telephone number: (in the event of a query)	e-mail:



Notes

1. All properties in England occupied by you must be listed. It should be noted that, for any particular day, the billing authority will ignore your occupation of any additional properties where:
 - the rateable value shown in the local rating list for that day is not more than £2,899; and
 - the aggregate rateable value on that day of all the properties occupied by you is not more than £19,999 (where the relief property is situated outside Greater London)
2. Once you have applied for small business rate relief, the relief remains on your account unless your circumstances change.

If you take up occupation of any other business in England, it may affect your entitlement to relief and you must notify the Business Rate Section immediately. (Tel: 01524 582920)

