



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	
Please state business/property use:	
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)

From 1 October 2006 ratepayers are obliged to notify the authority awarding small business rate relief of the following:

- Increases in the rateable value of any property occupied by the ratepayer including additional properties where the rateable value is increased to 2900 or over. This must be notified in writing within 4 weeks of the increase.
- Occupation of a property not mentioned when originally applying for relief.

If a ratepayer does not notify the billing authority of the above within the 4 week period, they will lose relief from the date of the change/occupation until the date they do notify the authority.

The cost of this relief is paid for by other ratepayers and it is a criminal offence for a ratepayer to provide false information when making an application for small business rate relief.



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