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|  | **NON-DOMESTIC RATES**  **APPLICATION FOR SMALL BUSINESS RATE RELIEF**  **IMPORTANT - PLEASE READ THE EXPLANATORY NOTES OVERLEAF REGARDING QUALIFICATION FOR THIS RELIEF BEFORE COMPLETING THIS FORM** |

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| **Property reference** | **Account reference** | **Date of issue** | **RV** |

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| **Name of organisation (full business name):**  **Nature of business:** |

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| **Name of ratepayer making application:**  **Are you a Sole trader, Partnership or limited company:** |

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| **Date of liability start (date of the lease)**  **Date of occupation (move in date)**  **Date from which relief is being claimed:** |

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| **Full address of the property for which relief is sought:** |

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| **Correspondence address (if different from above):** |

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| **Contact telephone numbers**  **(\*compulsory mobile & business\*)** |  |
| **Email address (\*compulsory\*)**  **Company website address:** |  |

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| **Do you occupy any other non-domestic properties in England?** | **YES** | **NO** |  |

**If Yes, please provide details:**

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| ADDRESS | CURRENT RV  DATE PREMISES OCCUPIED | NAME OF LOCAL AUTHORITY RATES ARE PAID TO? |

**Please list any further properties on a separate sheet of paper**

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| **If ratepayer is a Limited Company, please provide the address of the Registered Office of the company and state whether this address is occupied by the company or is it, for example, a home address or accountant’s address** |  |

**I confirm that the properties listed above are the only properties in England occupied by:**

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| **Business name:** |

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| **Signature:** |

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| **Please print full name:** |

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| Capacity of person signing | Business partner | Director | Proprietor | Other: please state |

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| **Date:** |

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

**SMALL BUSINESS RATE RELIEF - EXPLANATORY NOTES**

**WHO QUALIFIES**

The relief is available to ratepayers who **occupy** either:-

* **One property only** in England and this property has a **RATEABLE VALUE OF LESS THAN £15,000**
* **More than one property** in England, where the rateable value for each of the other properties **is less than £2,900** and the total rateable value (including the main one**) for all properties, is less than £20,000**
* **All rate bills for businesses** with rateable values below £51,000 will be calculated using the small business multiplier irrespective of how many properties they occupy

Businesses that take on an additional property which would normally have meant the loss of small business rate relief will be allowed to keep that relief for 12 months.

**YOU CAN ONLY RECEIVE RELIEF:**

• On **one** property

• If that property is **occupied** and

• If you are **not** entitled to mandatory rate relief

**HOW MUCH RELIEF WILL BE ALLOWED**

The amount awarded depends on the rateable value of the property:

• If the rateable value is **£12,000 or below**, it will be 100%

• If the rateable value **is between £12,001 and £15,000** it will reduce on a sliding scale from **100% to 0%**

**WHAT ARE THE RATEPAYER’S RESPONSIBILITIES**

**A RATEPAYER SHOULD INFORM THE COUNCIL OF ANY CHANGES WHICH MAY AFFECT THEIR ENTITLEMENT TO RELIEF.** These changes are were:-

* The ratepayer occupies an additional property after completing the original application , and
* If a ratepayer occupies properties in more than one area, the rateable value of a property which is outside of the area of the Council granting the relief increases

If, after the change of circumstances, the ratepayer is no longer entitled to relief, the relief will be cancelled from the effective date of the change.

**HOW DOES THE SMALL BUSINESS RELIEF INTERACT WITH OTHER RATE RELIEFS**

If a property is eligible for mandatory charitable rate relief (80%) and small business relief, then it will receive charitable relief only.

If your property has a rateable value below £51,000 and is occupied but you are entitled to mandatory charitable relief, you will be charged on the standard multiplier. Any Transitional Relief or Supplement is applied before small business rate relief is applied.

**Privacy Notice**

The personal information you supply to Oadby & Wigston Borough Council in this form will be processed in accordance with the General Data Protection Regulation (GDPR) and the Data Protection Act 2018 (when in force). We may share this information with other council departments, local authorities, government departments or law enforcement organisations to improve service delivery or for the prevention or detection of crime and fraud where the law allows this. Further information on how we handle your personal information can be found on the Data Protection Notice web page

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