

APPLICATION FOR SMALL BUSINESS RATE RELIEF



Telephone: 01452 396478
Email: revenues@gloucester.gov.uk
Website: www.gloucester.gov.uk

To apply for Small Business Rate relief or to inform us of any changes to your original application, please complete the information below, after reading the explanatory information enclosed.

Business Rates Account Reference Number:

Address of property you are applying for:
.....
.....

Section 1

1. Details concerning the ratepayer:

- Name.....
(If a partnership, please state names of **all** business partners)
- Address, if different to above:
.....
.....

2. The type of business (please tick):

- Sole trader
- Limited company
Companies House Registration No
- Partnership
- Trust
- Other (please specify)

3. Please state the period that you are applying for small business rate relief (*please read the explanatory notes before completing this*)

.....to

Section 2 – New Applications / Changes in circumstances

1. Do you lease/own any other business premises in England Yes / No

2. If Yes please supply, the following details concerning each property:

| | The address of the property | Is the property occupied or unoccupied? | The Local Authority you pay Business Rates to | Current Rateable Value |
|----|-----------------------------|--|---|------------------------|
| a. | | <i>*State the effective date if this is a change in circumstances to your original claim</i> | | |
| b. | | <i>*State the effective date if this is a change in circumstances to your original claim</i> | | |
| 3 | | <i>*State the effective date if this is a change in circumstances to your original claim</i> | | |

Declaration

I confirm that the properties and dates listed in this application are the only properties in England occupied/owned by
 (ratepayer name)

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

Signed: Name (in capitals):

Date:

Capacity in which signed
 (e.g. sole trader, partner, director)

Please note that an application for a Limited Company must be signed by a company director.

Daytime telephone no:

Email address:

Once completed, please return the form to the address shown below. If you require any further information, please do not hesitate to contact Revenues Services on 01452 396478.

NOTE

Should your circumstances change at any time and your entitlement to this relief ceases, please notify Revenues Services at the address below immediately.

SMALL BUSINESS RATE RELIEF SCHEME

1ST APRIL 2017 ONWARDS

GUIDANCE NOTES

Notes

The application form accompanying these guidance notes may be used for an original application for Small Business Rate Relief or for a fresh application that is required because the ratepayer has taken up occupation of an additional property. The appropriate part of the declaration must also be completed.

Scheme Conditions

Relief is only available to ratepayers who:

- Occupy one property in England, or
- Occupy one main property and other properties, where those properties have a Rateable Value of less than £2,900 and where the total of each occupied property's Rateable Value does not exceed £19,999. In this instance relief will only be given on the main property.

For those qualifying as a small business, the rate bill will be calculated by using the Small Business Rates multiplier.

The scheme will be funded by those ratepayers who are not entitled to Small Business Rate Relief. The rate bill will be calculated by using the standard non-domestic rate multiplier.

Level of relief and charges

| Rateable Value | Multiplier used to calculate charge | % Relief |
|--------------------|-------------------------------------|---|
| £1 to £12,000 | Small Business Rates multiplier | 100% |
| £12,001 to £14,999 | Small Business Rates multiplier | Relief will be calculated decreasing in percentage terms on a sliding scale |
| £15,000 to £50,999 | Small Business Rates multiplier | No relief |
| Other | Standard multiplier | No relief |

For information about Small Business Rate Relief prior to 1st April 2017, please contact Revenues Services on 01452 396478.

Exception to the Above

Where ratepayers qualify for Mandatory Rate Relief (e.g. Charities, Community Amateur Sports Clubs etc), Small Business Rate Relief will not apply and the standard non-domestic multiplier will be used to calculate the charge.

Please note: Small Business Rate Relief does not apply to unoccupied property, or where multiple occupied properties rateable values add up to more than £19,999.

Applications and Duties of the Ratepayer

New applications: The application must be made to the Billing Authority in order to receive relief.

Changes in circumstances: Where the ratepayer occupies properties in more than one area, if the rateable value of a property outside the area of the billing authority granting the relief goes up, the ratepayer must notify the billing authority of the increase. In addition if you start to occupy an additional property to the one which you currently get relief, then you need to complete another application to advise us of this change in circumstances.

For further information, please contact

**Gloucester City Revenues & Benefits
PO Box 2017
PERSHORE, WR10 9BJ**

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