



**Surrey Heath Borough Council**

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**Non-Domestic Rate  
 APPLICATION FOR  
 SMALL BUSINESS  
 RATE RELIEF**

*Please ensure you have completed this form in full before returning it to the address shown above.*

<b>Non-Domestic Rate account number:</b> <i>The account number can be found on the front of your rates bill.</i>	9						
<b>Valuation period or partial valuation period for which relief is sought:</b> <i>A valuation period is the period of five years for which a local Non-Domestic Rating list is in force (i.e. the period between revaluations of non-domestic properties) and if the ratepayer does not take up occupation of any additional properties they will not need to apply for relief more than once in each valuation period.</i>							

<b>SECTION A: Ratepayer's details</b>	
<b>Name of ratepayer:</b>	
<b>Type of business:</b>	sole trader / joint ratepayers / partnership / limited company <i>(please circle as appropriate)</i> Other: <i>(please specify)</i>
<b>Correspondence Address:</b> <i>(If different from the address of the property for which relief is being sought)</i>	
	Post Code:
<b>Telephone number:</b>	
<b>Facsimile number:</b> <i>(where applicable)</i>	
<b>E-mail address:</b> <i>(optional)</i>	

<b>SECTION B: Property for which Relief is being sought and details of additional properties</b>	
<i>Guidance Note – Complete this section only if this is the <u>first</u> application in respect of a property in the valuation period given above (shown in the box under the account number). If this application is being made solely on the grounds of notifying the Council that the ratepayer has taken up occupation of additional property, please proceed to Section C (overleaf) of this application and do not complete Section B.</i>	
<b>Full address and Rateable Value of property for which relief is being sought:</b> <i>(The Rateable Value may be found on the front of the rates bill)</i>	
	Post Code:
	Rateable Value: £
<b>Please give the full address(es) and Rateable Value(s) of any other non-domestic property(ies) in <u>England</u> the ratepayer <u>occupies</u>. If the ratepayer occupies no other properties in England, please state NONE:</b> <i>(If you need more space, list any additional properties on a separate sheet of paper and enclose it with this form)</i>	(1)
	Post Code:
	Rateable Value: £
	(2)
	Post Code:
	Rateable Value: £
<b>Please proceed to Section D of this application overleaf. Additional guidance notes on completing this application form may also be found overleaf.</b>	



<b>SECTION C: Change of circumstances</b> <i>Guidance Note – Complete this section if the ratepayer is already claiming Small Business Rate Relief in respect of the valuation period shown on the front of this form and this application is being made to notify the Council of a change in circumstances but the property for which the ratepayer is seeking continued relief remains unchanged.</i>	
<b>Full address and Rateable Value of the property in England which the ratepayer has started to occupy since their first application for the valuation period shown on the front of this application:</b> <i>(The Rateable Value may be found on the front of the rates bill)</i>	
	Post Code:
	Rateable Value: £
<b>Date on which the ratepayer started to occupy that property:</b>	
<b>Please proceed to Section D of this application. Additional guidance notes on completing this application form may also be found below.</b>	

<b>SECTION D: Declaration</b> <i>Guidance Note – The appropriate part of the declaration <u>must</u> be completed and the part which is not applicable deleted.</i> <b>IMPORTANT - The application must be signed by the ratepayer or a person authorised to sign on behalf of the ratepayer. This means, where the ratepayer is –</b> (a) a partnership, a partner of that partnership; (b) a trust, a trustee of that trust; (c) a body corporate, a director of that body, and <i>in any other case, a person duly authorised to sign on behalf of the ratepayer.</i>		
* I confirm that the properties listed in Section B of this application are the only properties in England occupied by ..... <i>(insert name of ratepayer)</i>		
<b>OR</b>		
* I confirm that the changes listed in Section C of this application are the only changes relating to the properties in England occupied by ..... <i>(insert name of ratepayer)</i> and the date of those changes has been accurately recorded.		
..... (Signature of the ratepayer / person authorised to sign)	..... (Capacity of person signing)	..... (Date)
* Delete as appropriate		
<b>WARNING – It is a criminal offence for a ratepayer to give false information when making an application for small business rate relief.</b>		

**Notes**

Small Business Rate Relief can only be claimed on one property. A first application for relief in a valuation period in respect of a property should be made using Section B (Section C is not applicable) and all properties in **England** occupied by the ratepayer must be listed. Domestic dwellings which are subject solely to Council Tax should not be listed. Where the ratepayer starts to occupy a new property after making an application but wishes to continue receiving relief in respect of the same property, a fresh application must be made by completing Section C (Section B need not be completed). It should be noted that, for any particular day, the Council will disregard the ratepayer's occupation of an additional property in England, where –

- (a) its Rateable Value shown in the local Non-Domestic Rating list for that day is not more than £2,199; and
- (b) the aggregate Rateable Value on that day of all the properties the ratepayer occupies in England is not more than £21,499 (where the property for which relief is sought is situated in Greater London) or £14,999 (where the property for which relief is sought is situated outside Greater London).

Therefore, if the ratepayer occupies more than one property, their entitlement to relief is dependant on the Rateable Values of the other properties they occupy. Where the ratepayer occupies properties in more than one area, if the Rateable Value of a property outside of the area of the billing authority granting the relief goes up, the ratepayer must notify that billing authority of the increase. This does not require a fresh application but must be done in writing within a period of four weeks. If the ratepayer is uncertain about which billing authority area any of the properties they occupy is in, they should contact the authority which grants the relief.

**If you have any queries or require further information, please call the Business Rates Team on 01276 707136.**