



**Surrey Heath Borough Council**

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**APPLICATION  
FOR SMALL  
BUSINESS RATE  
RELIEF**

**Account Number**

**Financial Year**

1. Name of ratepayer seeking small business rate relief/exclusion from supplement:  
*(Please delete as appropriate)*

.....

2. Telephone number: Facsimile number *(where applicable)*:

.....

3. E-mail address *(where applicable)*:

.....

4. Address of property for which relief is being sought:

.....

.....

5. Correspondence address of ratepayer (if different from the address of the property for which relief is being sought):

.....

.....

6. Rateable Value of property for which relief is being sought:

£

7. Is this the only property on the Rating Lists in England occupied by the ratepayer?

Yes

No

*(please tick)*

*If you answered 'Yes', please proceed to the declaration part of this application.*

8. Please give details of other properties, in England, occupied by the ratepayer that are relevant (see explanatory notes):

Address: .....  
..... Rateable Value:  
£

Address: .....  
..... Rateable Value:  
£

Address: .....  
..... Rateable Value:  
£

DECLARATION

I confirm that the premises listed above is/are the only premises in England occupied by the ratepayer named in Section 1 of this application.

.....  
(Signature of the ratepayer / person authorised to sign)

.....  
(Capacity of person signing)

.....  
(Date)

**IMPORTANT** – the application must be signed by the ratepayer or a person authorised to sign on behalf of the ratepayer and the person signing should state his/her capacity. This means, where the ratepayer is –

- (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
- in any other case, a person duly authorised to sign on behalf of the ratepayer.

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