

## APPLICATION FOR SMALL BUSINESS RATE RELIEF

Business Rates Account Number:

Financial Year Claimed:

Account Name:

Type of Business: Sole Trader / Joint Ratepayers / Partnership / Limited Company  
(Please circle as appropriate)

If other, please specify:

### CONTACT DETAILS

Telephone:

Fax:

Email:

### DETAILS OF MAIN TRADING ADDRESS

Property reference:

Address:

Rateable Value (if known):  
(2010 Rating List)

### DETAILS OF ANY OTHER BUSINESS RATES LIABILITY

You must give details here of any other properties in England for which you are liable for the payment of Business Rates. If you have no further liabilities, please write **NONE**.

Account & property ref /

Authority:

ANY FURTHER PROPERTIES PLEASE ADD ON A SEPARATE SHEET.

### DECLARATION

**YOUR APPLICATION FOR RELIEF CANNOT BE ASSESSED UNLESS SIGNED.  
PLEASE READ THE EXPLANATORY NOTES CAREFULLY BEFORE SIGNING.**

*I declare that the information provided in this application is true to the best of my knowledge and that I understand that it is a criminal offence to provide false or misleading information.*

**Signed:**

**Full name:**

**Capacity:** Owner / Partner / Director / Other (please specify)

**Date:**

### Explanatory notes

Your business will qualify if you occupy

Only one rated property in England, where the Rateable Value is less than £25,500;

**Or**

Occupy one rated property in England, where the Rateable Value is less than £25,500 and all other property has a 2010 Rateable Value of less than £2,600 and the total of the main property plus all other properties is less than £25,500.

**IT DOES NOT APPLY TO EMPTY PROPERTIES**

The completed form should be returned to:

Wandsworth Council: Business Rates Service, 4<sup>th</sup> Floor, 125 Wood Street, EC2V 7AN