**Small Business Rate Relief Application Form**

Complete this form if:

* You occupy a non-domestic property with a rateable value of below £15,000
* Any secondary occupied non-domestic property in England has an individual rateable value of below £2,900, or is empty
* The total of all your occupied non-domestic property in England is below £28,000
* You are not a registered charity, or non-profit making organisation

If ALL of the above criteria are met, you may be entitled to relief and a revised bill or refund will be issued. If we have a query with your application or if we feel that relief is not applicable, we will contact you.

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Business Rates Account Number: | | | |  | | | | | | |
|  |  |  |  |  |  |  |  |  |  |  |
| Registered Company Name / Sole Trader / Partnership Name: | | | |  | | | | | | |
|  |  |  |  |  |  |  |  |  |  |  |
| Date you wish to claim relief from: | | | |  |  |  | To: |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
| Full Business Address: | | | |  | | | | | | |
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| Full Business Address(es) of any additional occupied business properties in England: | | | |  | | | | | | |
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| **Declaration** | | | |  |  |  |  |  |  |  |  |
| I confirm that the information I have given in this application is true to the best of my knowledge. I also agree to inform the council of any subsequent changes in circumstances (following this application) that may affect my entitlement to relief. | | | | | | | | | | |  |
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| Name: | | | |  | | | | | | |  |
|  |  |  |  |  |  |  |  |  |  |  |  |
| Date: | | | |  | | | | | | |  |
|  |  |  |  |  |  |  |  |  |  |  |  |
| Signature: | | | |  | | | | | | |  |
|  |  |  |  |  |  |  |  |  |  |  |  |
| Email Address: | | | |  | | | | | | |  |
|  |  |  |  |  |  |  |  |  |  |  |  |
| Telephone Number: | | | |  |  |  |  |  |  |  |  |