

Business Rate Small Business Rate Relief Application Form

London Borough of
Redbridge



Assistant Director of Revenues, Benefits & Transactional Centre,
Lynton House, 255 – 259 High Road, Ilford, Essex, IG1 1NN

Date

Your Reference

TEL (020) 8708 4357 quoting your Business Rate reference

✉ Lynton House, 255 – 259 High Road, Ilford, Essex, IG1 1NN

✉ business.rates@redbridge.gov.uk **🌐** www.redbridge.gov.uk

**Please read the notes overleaf
before completing this form.**

Name of the ratepayer making the application

Daytime telephone
number

email
address

I apply for Small Business Rate Relief in accordance with section 61 of the Local Government Act 2003.

1. Details of the property for which the relief is sought

A. Business Rate
reference

B. Property
address

C. Rateable Value

2. Other business properties you may occupy

A. Do you occupy any other business properties? Please answer "Yes" or "No"

If "Yes", please give the following details for each in the boxes below -

A - Business Rate reference, B - Property address and C - Rateable Value

A.

B.

C.

A.

B.

C.

Please note, each property stated in Part 2 must have a Rateable Value **below £2,900** and, where several properties are occupied, the total Rateable Value must be **below £28,000**.

3. Other business properties that you are responsible for

A. Are there any other business properties that you are responsible for, that are currently empty?

Please answer "Yes" or "No". If "Yes", please give details below

4. Declaration

I confirm that the property to which the application relates is the only property in England occupied by me, apart from those declared in Part 2.

Signature of the ratepayer

Capacity of
person signing

Date

Warning - the application **must** be signed by the ratepayer. Where, for example, the ratepayer is a company or partnership, it should be signed by a director of that company or one of the partners and the person signing should state his capacity.

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

Small Business Rate Relief - Scheme conditions

Outline of the scheme

Small Business Rate Relief was introduced on 1st April 2005. Eligible businesses with a rateable value of less than £12000 will get 100% relief. If your business has a rateable value of between £12,000 - £14,999, this relief will decrease on a sliding scale of 1% for every £60 above £12,000.

The scheme is funded by a supplement to the business rates bill of those businesses not eligible for the relief. Businesses that have a rateable value of between £15,000 and £50,999 may be eligible to pay their business rates without this supplement included. This is known as the "buffer zone".

All applications must be made on the application form overleaf.

Eligibility criteria

In order to qualify for relief and/or the reduced multiplier, a business must satisfy the following:

- * The ratepayer must only occupy one business property in England **or**,
- * The ratepayer must occupy one main property in England and other additional business properties providing that those additional properties have a rateable value of less than £2,900. The total rateable value of all properties occupied will be used to assess business rate relief (not more than £27,999 Rateable Value). Any relief will be awarded against the main property only and additional properties will not qualify for Small Business Rate Relief.

Any entitlement to charity relief will override any underlying entitlement to Small Business Rate Relief. You cannot receive more than one type of relief.

Relief is calculated on a daily basis; if you no longer meet the criteria for small business relief, it will end on the day your circumstances change.

If a rateable value is amended to a figure below an upper threshold, applications can be accepted for up to six months after the date you were notified of the alteration.

Authorised signatures

Where the ratepayer is an individual, they must personally sign the application. In any other case, a person with authority, for example, a director of a limited company, must sign it.

Please note, it is a criminal offence for a ratepayer to give false information when making an application for Small Business Rate Relief.

Notifying us about changes

You must make a fresh application if in the future you occupy any property not mentioned in this application.

You must notify the Council in writing of any increases in rateable value of a property you occupy that is not in this Council's area.

You must notify any of the above changes within 4 weeks of the change otherwise some relief will be lost.

Further information

If you have any questions about this form, please contact us, quoting reference.