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Date:

Our ref:

Ask for: Rating and Recovery

Email: businessrates@sholland.gov.uk

Property Address

Dear Business Ratepayer,

Application for Small Business Rate Relief Scheme

You have recently moved into this business property. Please read the following information and complete and return the enclosed application form if you think you may be entitled to relief.

- the application form is for small business rate relief entitlement
- you must inform us of any change in your circumstances that affects your entitlement.
- **You now have only 4 weeks (FROM THE DATE OF ANY CHANGE) to tell us about any change in your circumstances that may affect your entitlement. If you tell us later than that you will lose relief for the period from the date of the change to the date the Council become aware.**

Please read the remainder of pages 1 and 2 and then complete the application form on pages 3 and 4. Use the form on pages 5 & 6 to tell us if you have a change in your circumstances after your application.

THE RATEABLE VALUE (RV) OF YOUR PROPERTY IS

SECTION 1 overleaf tells you about the scheme – **everyone should read this.**
SECTION 2 tells you whether or not you may qualify for the relief – **read this section if the RV shown above is less than £12,000.**
SECTION 3 tells you whether or not you may qualify for exemption from the supplementary rate - **read this if the RV shown is between £12,000 and £17,999.**
SECTION 4 tells you how to contact us.

Page 1 [Contd on page 2]

SECTION 1 – GENERAL ADVICE AND INFORMATION

How is the relief calculated? Relief is awarded on a sliding scale. Properties with a RV below £6000 receive 50% relief and this reduces by 1% for every £120 of RV above £6000. Properties with a RV between £12,000 and £17,999 do not receive relief but **MAY** qualify for exemption from the supplement that is otherwise payable. Businesses, such as Charities, already receiving Mandatory relief cannot apply.

What happens after I apply? If we can award relief or exemption from the supplement it will be shown on your bill. If your application is unsuccessful we will tell you straightaway. In certain circumstances we may need to ask you for additional information.

What happens if my circumstances change after I have applied? If you move into another property **ANYWHERE IN ENGLAND** or the RV of any of your properties changes you must tell us. **YOU MUST DO THIS WITHIN 4 WEEKS OF THE CHANGE** otherwise you will lose some of your relief entitlement.

Offences

Remember it is a criminal offence to make a false application. If we become aware that relief should not have been awarded it will be withdrawn and you may be prosecuted. You may also commit an offence if you fail to tell the Council of any change of circumstances that may affect your entitlement.

Further information is available on www.sholland.gov.uk . or at www.mybusinessrates.gov.uk.

SECTION 2 – PROPERTIES WITH RV LESS THAN £12,000 (see page 1)

You may qualify for small business rate relief if your business property has a RV of less than £12,000 **and** where you **either** only occupy one property anywhere in England **or** occupy more than one property with the main property having a RV of less than £12,000 and the others **each** having a RV of less than £2600 **and** where the aggregate RV of **all** your properties is less than £18,000. Relief will **only** be given on one property. For the purpose of the scheme empty properties are ignored.

SECTION 3 – PROPERTIES WITH RV BETWEEN £12,000 AND £17,999

This is a Self-Funding Scheme and relief awarded is funded by charging a supplement to businesses outside the new scheme. This supplement is not charged if your business only occupies one property in the whole of England and has a RV between £12,000 and £17,999 **or** occupies more than one property with the main property having a RV of less than £12,000 and the others each with a RV of less than £2600 **and** where the aggregate RV of **all** properties is less than £18,000. This exemption is **NOT** awarded automatically – you have to apply for it.

SECTION 4 – how to contact us



Ring us on 01775 76161



write to us at South Holland DC, PO Box 8, Spalding, PE11 2XQ



fax us on 01775 711253



email us at businessrates@sholland.gov.uk



call in and see us at the Council Offices in Priory Road, Spalding

Yours faithfully
Business Rates

SOUTH HOLLAND DISTRICT COUNCIL BUSINESS RATES

**APPLICATION FOR SMALL BUSINESS RATE RELIEF
(or exemption from the Small Business Rate Relief
Supplement)**

**PLEASE MAKE SURE YOU HAVE READ ALL THE INFORMATION
WE HAVE PROVIDED BEFORE MAKING AN APPLICATION.
REMEMBER IT IS A CRIMINAL OFFENCE TO MAKE A FALSE CLAIM.
You must complete all of the sections and please don't forget to sign the
declaration at the end.**

1a. Details of the business ratepayer making the application

Full name (including any trading names)

.....

Correspondence address

.....

.....

Company registration number (limited companies only)

Telephone Number.....E mail address.....

1b. For what period are you claiming relief?

(write date moved in).....

**2a. Give the full address of the property for which small business relief is being
applied for:**

.....

**2b. List here the full postal addresses, including post codes and current RV of
any other properties in England that you occupy (do not include any business
properties that are currently empty or any domestic properties you occupy)**

Full address.....Post code.....RV.....

Full address.....Post code.....RV.....

Full address.....Post code.....RV.....

Full address.....Post code.....RV.....

**APPLICATION FOR SMALL BUSINESS RATE RELIEF
(or exemption from the Small Business Rate Relief Supplement)**

DECLARATION

I confirm that the properties I have listed at question 2a and 2b are the only properties occupied by [] ANYWHERE IN ENGLAND.
I also confirm that to the best of my knowledge the information I have given on this form is true and complete. I give the Council permission to check the information if they wish to do so.
I will tell the Council, in writing and straight away, if anything changes that could affect this application such as:

- moving into additional business premises anywhere in England
- if the rateable value of any business premises I occupy in England changes.

Signature of the ratepayer or person authorised to sign on behalf of the ratepayer (see Notes below)

..... Date signed

Full name (please print).....

Capacity of the person signing.....

**SEND YOUR COMPLETED APPLICATION TO South Holland
District Council, Rating and Recovery Section, PO Box 8,
SPALDING, PE11 2XQ**

Notes

(1) 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:

- (a) a sole trader - only that person can sign the application
- (b) a partnership - the application must be signed by one or more partners
- (c) a limited company or body corporate - **a director needs to sign**
- (d) a trust - one or more of the trustees must sign

For Office use only

UPRN:
PRN:
R.V

Approval/Refusal recommended by: (initials) (date)

Actioned by: (initials) (date)

SOUTH HOLLAND DISTRICT COUNCIL BUSINESS RATES

SMALL BUSINESS RATE RELIEF SCHEME

NOTIFICATION OF CHANGE OF CIRCUMSTANCES

ONLY USE THIS FORM IF YOU ARE CURRENTLY RECEIVING SMALL BUSINESS RATE RELIEF FROM SOUTH HOLLAND DISTRICT COUNCIL AND NEED TO TELL US ABOUT A CHANGE OF CIRCUMSTANCES. [If you don't need to use it now please keep it for future use.]

CHANGES YOU MUST TELL US ABOUT ARE:

- if you move into any other property anywhere in England
- if the rateable value (RV) of any property you occupy (anywhere in England) changes.

YOU MUST TELL US ABOUT ANY SUCH CHANGES WITHIN 4 WEEKS OF THE CHANGE HAPPENING. IF YOU DON'T YOUR RELIEF WILL BE CANCELLED FROM THE DATE OF THE CHANGE TO THE DATE YOU TELL US ABOUT IT. REMEMBER IT IS A CRIMINAL OFFENCE TO MAKE A FALSE CLAIM.

Details of change of circumstances:

1. Moving into an additional property:

I occupied the following address from (date)

Full postal address of property:

Post Code:.....

State here the name and address of the Council in who's area this additional property is situated

.....
.....

2. Change of Rateable Value (RV)

The RV of one of my properties has changed – these are the details:

The full address of the property is

Post code

The RV of this property was £

From (date) it changed to £

Continued overleaf.....

Page 5

DECLARATION

I confirm that to the best of my knowledge the information I have given on this form is true and complete. I give the Council permission to check the information if they wish to do so.

I will tell the Council, in writing and straight away, if anything further changes that could affect this application such as:
moving into additional business premises in anywhere in England
if the rateable value of any business premises I occupy in England changes.

Signature of the ratepayer or person authorised to sign on behalf of the ratepayer
(see Notes below)

..... Date signed

Full name (please print)

Capacity of the person signing

<p>SEND YOUR COMPLETED NOTIFICATION TO South Holland District Council, Rating and Recovery Section, PO Box 8, SPALDING, PE11 2XQ</p>

Notes

(1) The notification must be signed by the ratepayer or a person authorised to sign on behalf of the ratepayer. This means, where the ratepayer is:

- (a) a sole trader - only that person can sign the application
- (b) a partnership - the application must be signed by one or more partners
- (c) a limited company or body corporate - **a director needs to sign**
- (d) a trust - one or more of the trustees must sign

For Office use only

UPRN:

PRN:

R.V

Entitlement reviewed by: (initials) (date)

Change to entitlement: YES/NO - Effective date

Actioned by: (initials)(date)

Page 6

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