

**Application for Small Business Rate Relief**  
(Local Government Act 2003)

**Name of Organisation**

.....

**Address of property for which relief is being claimed**

.....

.....

**Address for Correspondence**

.....

.....

**Telephone No.....**

**Fax No.....**

**E-mail.....**

**Non-Domestic Rate account number N.....**

**Current Rateable Value £.....**

**Do you occupy any other Non-Domestic properties in England? YES/NO**

**If yes, please provide details below**

**1. Address**

.....

.....

**Current Rateable Value £.....**

**Name of Local Authority Rates are paid to .....**

*Please turn over*



**2. Address**

.....  
.....

**Current Rateable Value**

£.....

**Name of Local Authority Rates are paid to** .....

**Please list any further properties on a separate sheet of paper.**

**I confirm that the hereditament to which the application relates is the only hereditament\* in England occupied by:**

**Name of organisation**

.....

**Signature**

.....

**Please print full name**

.....

**Capacity of person signing**

.....

**Date**

.....

\*No account shall be taken of any other hereditament the ratepayer occupies in England where -

(i) The rateable value of each such hereditament shown in the local non-domestic rating list for that day is not more than £2,599; and

(ii) The aggregate rateable value of all the hereditaments the ratepayer occupies in England, including the hereditament for which the relief is sought, is not more than £25,999 (where the hereditament is situated in Greater London) or £17,999 (where the hereditament for which relief is sought is situated outside Greater London).

**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.**