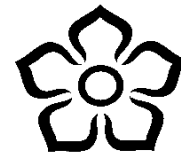


Business Rates Ref:

Date:

Name and Business Address



Leicester City Council

Revenues & Customer Support

York House

91 Granby Street

Leicester LE1 6FB

Tel: 0116 454 1005

Fax: 0116 454 0707

business.rates@leicester.gov.uk

Application form for Small Business Rate Relief

Before you complete this form, please read the explanatory notes on the back.

Property Address:

Valuation List Rateable Value: £.....

1a. Name of the ratepayer making the application for small business rate relief (this should be the name on the bill):

.....

1b. Please give the exact date you believe you are entitled to Small Business Rate Relief from: / / __, (Earliest date we can backdate the application/relief is the 1st April 2010).

2. If this is your first application, please confirm:

a. The address of the business property, that you occupy, for which you are making this application:

.....

b. State below the addresses and rateable values of any other business properties you occupy in England. If there are no properties, please tick this box [] to confirm NONE.

Table with 2 columns: Address of Property, Rateable Value of Property

3. If this application is being made to notify us of a change of circumstances but the business property for which you are seeking relief remains unchanged, state:

a. The business property / properties in England which you have started to occupy and the date you occupied it / them, since making your first application:

Table with 2 columns: Address of Property, Date Occupied

* I confirm that the properties listed in paragraph 2 are the only properties in England occupied by (please insert name of ratepayer)

OR

* I confirm that the changes listed in paragraph 3 are the only changes relating to the properties in England occupied by (please insert name of ratepayer)

..... and the date(s) of those changes has/have been accurately recorded.

* Delete as appropriate

Signed (ratepayer's signature / person authorised to sign):.....

Capacity of person signing: Print Name:

Date: / / ___ Telephone Number:

Fax Number: E-Mail Address:

Explanatory Notes

Please complete this form and return it to FREEPOST RRBZ-TECL-GRLZ, Leicester City Council, Revenues & Customer Support (Business Rates), York House, 91 Granby Street, Leicester LE1 6FB.

Ratepayers of eligible **occupied** properties with a rateable value up to and including £6,000 will receive 100% relief (previously 50%). The relief will go down on a sliding scale of approximately 1% for every £60 (previously 1% for every £120) increase in rateable value up to and including the £12,000 threshold. The charge for properties with a rateable value above £12,000 and below £18,000 will be calculated using the lower Small Business Rating Multiplier - this is done automatically and there is no need to make an application. As a permanent change, the charge for all **occupied** properties - irrespective of eligibility for small business rate relief – is calculated using the Small Business Rating Multiplier.

1. The application should be signed by the ratepayer or a person authorised to sign on behalf of the ratepayer. This means, where the ratepayer is: a partnership, a partner of that partnership; a trust, a trustee of that trust; a body corporate, a director of that body, and in any other case, a person duly authorised to sign on behalf of the ratepayer.
2. Relief can only be claimed for one property. A first application for relief in respect of a property should be made using question 2 (question 3 is not applicable) and all properties in England occupied by you must be listed. Where you start to occupy a new property after making an application but wish to continue receiving relief in respect of the original property, a fresh application must be made by completing question 3 (question 2 need not be completed).

The appropriate part of the declaration must also be completed and the part that is not applicable deleted.

If you do not take up occupation of any additional properties you will not need to reapply for relief each year but must still inform us of any changes in your circumstances that may affect your entitlement.

3. For any particular day, we will disregard your occupation of any additional properties in England where:

- a) The rateable value shown in the local non-domestic rating list for that day for each property is up to and including £2,599; **and**
- b) The total rateable value on that day of all the properties you occupy in England is up to and including £17,999.

Therefore, if you occupy more than one property, your entitlement to relief is dependant on the rateable values of the other properties you occupy. If we have granted the relief, you must inform us in writing if the rateable value of any other property that you occupy outside our area increases.

Please contact us if you are uncertain about which Council area any of the properties you occupy are in.

5. The Rateable Value is assessed by the Valuation Office Agency as part of the valuation of all non-domestic business properties. The Valuation Office, an executive agency of HM Revenue & Customs, is independent from the Council and the telephone number is: 03000 501501.
6. The criteria for qualifying for the relief are:
 - The rateable value of the property must be up to £12,000
 - The property must meet the criteria on each day for which relief is claimed.
 - Relief will only be awarded to ratepayers with either:
 - One occupied property in England, or
 - One main property and other additional properties providing those additional properties each have a rateable value up to and including £2,599 and the total value of all the properties remains under £18,000. Relief can only be awarded for the main property. The reference to property/properties relates to **occupied** property/properties in England.
 - The charge for all occupied properties with a rateable value below £18,000 will be calculated by using the Small Business Rating Multiplier.
7. Ratepayers have until 30th September 2017 to make an application for relief in respect of the financial year 2010 onwards. The relief will be granted for one property only. The bill will be calculated on a daily basis as long as the qualifying criteria are met.
8. The amount of relief granted may change if your property's rateable value goes above or below the above thresholds. If you meet the criteria following the alteration of your rateable value, an application must be made immediately after the date of notification of the alteration.
9. If you are entitled to charitable relief then you will receive this relief rather than the small business rate relief. Any transitional relief will be applied before the small business rate relief.

You must inform the Revenues & Benefits Service (Business Rates) within 14 days of any changes in your circumstances that may affect your entitlement to the relief.

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