

APPLICATION FORM (1 APRIL 2017 ONWARDS)

Non-Domestic Rating (Small Business Rate Relief) (England)

For occupied Properties with a 2017 Rating List Rateable Value below £15,000

Return to: Business Rates, Revenue Services, Crawley Borough Council, Town Hall,
The Boulevard, Crawley, West Sussex, RH10 1UZ
(Telephone enquiries to 01293 438615 or E Mail to Rates@crawley.gov.uk)

1. STATE:-

a) Name of Liable Occupier (<i>Either sole trader name, or all partners names, or Ltd/PLC/LLP Company name or other incorporated Organisation name</i>) b) Trading name (if different than the Liable occupier) c) Your contact Address [where different from 2a below] d) Daytime Contact Telephone No. e) E Mail address	
f) Enter the start date from which relief should apply re the property stated in Q. 2 a) (usually the occupation date or first qualification date based on its Rateable Value plus the Rateable value any additional small ancillary property/land assessments listed in Q 2 b))	

2. GIVE THE FULL ADDRESS OF:-

a) The Business Rated property address for which small business rate relief is now sought	
b) the address of any other separately rated <i>Business property/land/car parking space etc.</i>) in England occupied on the date Q1f) [above] by the person/corporate body identified in Q1a) [above] { state "none" if none } (if you have moved or will cease to occupy a second property elsewhere please tell us the old address and end date also)	

IF FOLLOWING THIS APPLICATION, YOU VACATE OR OCCUPY AN ADDITIONAL RATED PROPERTY ELSEWHERE IN ENGLAND YOU MUST LET US KNOW AS

3. DECLARATION:-

I declare that the business properties/land listed in sections 2a) & 2b) are the only business properties/land in England occupied by the ratepayer identified in Q 1a) above and I agree to notify you of any changes.

4. SIGNATURE, CAPACITY AND DATE:-

Signature of Ratepayer (Note: for Companies this should be a Director or officer of the Company and not an agent)	
Capacity of person signing (e.g. sole trader, partner, Director, Company Secretary, Trustee)	
Date	

For official Use :- A/C Ref. No. Property Ref. No.

Comments Completed by (initials) Date

GUIDANCE NOTES Re: Small Business Rate Relief Applications (outside Greater London)

Important Note

Ratepayers must notify the billing authority within four weeks of the event of any change of circumstances which could affect their entitlement to relief such as vacation, the occupation of an additional property or change of Rateable Value for a second occupied property which has previously been disregarded under the Qualifying conditions below. Failure to notify the billing authority of a change within four weeks of the effective date will bring the existing relief to a retrospective end and any new relief (where it still qualifies) will only apply from the receipt date of the new application or advice of change (as appropriate).

Applicants are encouraged to keep a copy of their completed application form on file so as not to forget to notify us about any change of circumstances

i) Ratepayers should notify the authority granting relief if they vacate or if they occupy an additional property or land for business purposes in England.

ii) In the case of a change in Rateable Value notified by the Valuation Office Agency for an occupied property not in the billing authority area and which is disregarded under the qualifying conditions below, written notification must be served by the ratepayer on the billing authority giving the relief.

NEW APPLICATIONS: - The authority will not know whether you occupy business premises elsewhere in England so these still need to be made to the billing authority concerned (The application form overleaf is not in itself a compulsory document but all the information will be needed in some format in order for us to verify your qualification):-

QUALIFYING CONDITIONS

For the purposes of new applications made for any period falling on or between 1st April 2017 and 31 March 2022:-

The qualifying condition is that on the chargeable day (*i.e. each day of liability*) for which relief is sought:-

The ratepayer/liable person occupies only one property/unit of land subject to business rates in England where the Rateable Value of the property is not more than **£14,999** as shown in the 2017 local non-domestic rating list for any day for which relief is requested except for any properties in England that he occupies that are disregarded because

(a) every additional property or unit of land in England he occupies with a Rateable Value shown in the 2017 list for the day is not more than **£2,899**

and

(b) the aggregate Rateable Value on that day of all the rateable properties/units of land he occupies in England is not more than **£19,999**

Note :- Small Business rate relief will only apply to the property with the largest RV where a ratepayer occupies more than 1 property or unit of land and where the rateable value for every additional property or unit of land is below **£2,900** and the aggregate RV for all the properties or units of land occupied is below **£20,000**. If the largest properties or units of land have an identical RV, the ratepayer must choose which property or unit of land will be the one to receive the additional relief.