

# Application for Small Business Rate Relief for Year



St Edmundsbury  
BOROUGH COUNCIL

Revenues & Benefits Service  
St Edmundsbury Borough Council  
PO Box 122, St Edmundsbury House, Western Way, Bury St Edmunds, Suffolk IP33 3YS  
T 01284 757275 F 01284 757298 Typetalk 18001 (01284) 757223

You must list here **ALL** separately rated non-domestic properties that you are liable for/responsible for in **England (Please read the notes on the enclosed sheet first and then fully complete this form)**

Ratepayer's Name and Trading Name – 1

Full Property Address (including postcode)

Owner of Property

Account Reference No: Occupied or Unoccupied? Year Rateable Value (if known)

Ratepayer's Name and Trading Name – 2

Full Property Address (including postcode)

Owner of Property

Account Reference No: Occupied or Unoccupied? Year Rateable Value (if known)

Ratepayer's Name and Trading Name – 3

Full Property Address (including postcode)

Owner of Property

Account Reference No: Occupied or Unoccupied? Year Rateable Value (if known)

Ratepayer's Name and Trading Name – 4

Full Property Address (including postcode)

Owner of Property

Account Reference No:

Occupied or Unoccupied?

Year

Rateable Value (if known)

Please confirm here the full address of the above hereditament (property) for which small business relief is sought

I confirm that the hereditaments listed above are the only hereditaments in England occupied by:

Insert Name of Ratepayer

Signature of Ratepayer/Person  
Authorised to Sign

Date

Capacity of Person Signing

Telephone/Fax Number

E-mail Address

***Deliberately giving false information could lead to prosecution.***

**DATA PROTECTION ACT 1998**

The information provided on this form is subject to the Data Protection Act 1998 and is only for the purposes of the collection of Council Tax. We will only disclose the information provided to our authorised agents or other parties as required by the relevant legislation.

**Office Use Only:**

*Small Business Rate Approved*

**Please return this form to the address at the top of this form.**

## Small Business Rate Relief

### Important Notes – Please Read Carefully

All hereditaments in England occupied by the ratepayer must be listed. It should be noted that for any particular day, the billing authority will disregard the ratepayer's occupation of an additional hereditament in England where:-

- a) its rateable value shown in the local non-domestic rating list for the 1st April of the relevant year is not more than £2,199; and
- b) the aggregate rateable value on that day of all the hereditaments the ratepayer occupies in England is not more than £21,4999 (where the hereditament for which relief is sought is situated in Greater London) or £14,999 (where the hereditament for which relief is sought is situated outside Greater London).

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 partnership, a partner of that partnership;
- b) a trust, a trustee of that trust;
- c) a body corporate, a director of that body, and in any other case, a person duly authorised to sign on behalf of the ratepayer.

**Warning:-** It is a criminal offence for a ratepayer to give false information when making an application for small business rate relief.

You should notify St Edmundsbury Borough Council immediately of any change in circumstances (e.g. if you become responsible for another business premises not shown on the form).

St Edmundsbury Borough Council must protect public funds and may use this information to prevent and detect fraud. The Council may request further information to verify your application.

**Please ensure that you enter the year you are applying for on the application form.**