

NON DOMESTIC RATES - SMALL BUSINESS RATE RELIEF

To apply for relief please complete the application form overleaf. Relief will be allowed from 1st April 2011, or the date you moved into the property if after that date.

Eligible business with a rateable value of £6000 and below will get relief of 50% of their liability. (**note** – for the period to 31.3.2013 100% relief will apply).

For eligible businesses with a rateable value between £6001 and £12,000 relief decreases on a sliding scale. Liability is calculated using the small business rating multiplier (£0.450 for 2012/13)

Relief is available to ratepayers who occupy:

- only one business property in England *or*
- 1 main business and other additional business properties, providing the additional properties have individual rateable values of less than £2600 AND the combined rateable value of all the properties is under £18,000
- the charge on the additional properties will be based on the higher non-domestic rating multiplier, which for 2012/13 is 0.458
- If relief is granted it will apply for the remainder of the 2010 rating list, which is in force until 31st March 2015, providing the conditions continue to be met.

Eligible businesses with rateable values between £12,001 and £17,999 are not entitled to relief but liability is calculated using the small business rating multiplier. This is done automatically and an application is not required.

Note – Small business relief is not applicable in respect of empty property or where the ratepayer is entitled to mandatory relief as a charity, community amateur sports club or under the rural rate relief scheme.

You must notify the council of changes in your circumstances ie. if you become the ratepayer at a property you did not occupy at the time of the application for relief, or if there is an increase in the rateable value of a property you occupy in another area. You should note that relief will cease on the day your business ceases to be eligible

The application must be signed by the ratepayer or someone authorised to sign on their behalf (but NOT an agent); a partner if the ratepayer is a partnership; a trustee if the ratepayer is a trust; or in the case of a corporate body a company director.

More information is available at www.harrogate.gov.uk or www.businesslink.gov.uk/businessrates.

Data Protection – any information you give us will be held securely and in accordance with the rules on data protection. We will treat personal details as private and confidential, and safeguard them. We will not disclose them to anyone unconnected with the council unless you have consented to their release, or in certain circumstances where: we are legally obliged to do so; disclosure is necessary for the proper discharge of our statutory functions; disclosure is necessary to enable us to provide you with a requested service or deal with your enquiry; we are under a duty to protect public funds. We may use the information you have provided for the prevention and detection of fraud. We may also share this information with other bodies responsible for public funds or for auditing them for these purposes.

Application for Small Business Relief

RBNDSBRR

1	Name of ratepayer/applicant	
2	Non Domestic Rate Account Reference	
3	Non Domestic Rate Property Reference	
4	Address of Property to which the application refers	
5	Rateable Value (this can be found on your bill) Please refer to the notes for rateable value limits	
6	Date your tenancy/ownership commenced	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
7	Date you occupied the property	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
8	Date you started to trade from the property	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>

Please provide below details of any other property/land for which you have a non-domestic rates liability anywhere in England, continuing on a separate sheet if necessary. If there are no other properties, please state **"NONE"**

Full postal address	Rate account number	Rateable value	Is the property vacant or occupied?

Declaration – I confirm that the hereditaments (property/land rated for Non Domestic Rates) listed above are the only hereditaments in England occupied by:

_____ *(please insert name of ratepayer)*

Signature of ratepayer or person authorised to act on their behalf (see notes)	Date	Telephone number
Capacity in which signed (ie. ratepayer, partner, trustee, director)	Print name	
Email Address:		

Please note it is a criminal offence to give false information when making an application for Small Business Relief. You should notify me if your circumstances change after submitting this application.