

Application Form for Small Business Rate Relief 2010 to 2015
Form A

Please read the guidance notes carefully and then complete this form.

List separately on this form all the occupied Non-Domestic (Business) Rated properties that you are liable/ responsible for in England. If needed continue on a separate sheet.

Account Number	Ratepayers Name	Full Property Address	Owner of Property	Occupied or Unoccupied	2010 Rateable Value

If further properties are occupied please give details on a separate sheet.

Please confirm below the full address of the above building or land for which Small Business Rate Relief is being claimed

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

Signature of Ratepayer /Person Authorised to Sign----- Date-----

Name of Ratepayer/Person Authorised to sign.	Capacity (Job Title) of person signing.	Contact telephone number E-mail Address
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When Signed this form should now be returned in the post to:-
 North Norfolk District Council, Holt Road, Cromer, NR27 9EN

Form B

Notification of Changes of Occupancy or Rateable Value

Where Small Business Rate Relief is granted and there is a change of circumstance as the Ratepayer has started to occupy another property not previously detailed on a previous application or that the Rateable Value of a property they occupy has increased.

Account Number

Ratepayers Name

Address of property in North Norfolk District Council area.

Please note I have also taken occupation of

Address

Date Premises Occupied.

Quote other Council's Account/Billing Reference Number

Name of Council currently granting the Small Business Relief

Rateable Value of other premises

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

Signature

Capacity of person signing

Date

Data Protection & Fraud Prevention

The information given on this form may be held on computer to enable the Council to meet its statutory duties. We may use the information you have provided to prevent and detect fraud. We may also share this information with other Councils or agencies that handle public funds.

Change of Circumstances for Rateable Value Amendments

Account Number

Ratepayers Name

Address of property in North Norfolk District Council area.

Address of property receiving the Rateable Value amendment.

The Rateable Value of the above premises has
Increased/decreased from £ to £

Date of increase/decrease

I confirm that the change listed above is the only change relating to the hereditaments in England occupied by:-

Ratepayer name
and that the change has been accurately recorded.

Signature

Capacity of person signing

Date

Data Protection & Fraud Prevention

The information given on this form may be held on computer to enable the Council to meet its statutory duties. We may use the information you have provided to prevent and detect fraud. We may also share this information with other Councils or agencies that handle public funds.