



Application for Small Business Rate Relief

You can apply for Small Business Rate Relief to cover the whole of the valuation period from 1 April 2010 to 31 March 2015 providing that the conditions which allow entitlement to relief do not change.

In order to apply for relief please complete and return the application form.

Please ensure that you read the Small Business Rate Relief Guidance Notes prior to submitting your application.

It is now the duty of the Ratepayer to notify us of a change in circumstances which may affect their entitlement to relief within a four week period of the change occurring.

Changes you must notify are:-

- If you take occupation of a property not previously mentioned on your application form for Small Business Rate Relief the changes must be notified by submitting a fresh application.
- If the Rateable Value of a property which you occupy not in the North Norfolk District Council area increases notification must be made in writing.

Failure to notify any of the changes as described above would result in the loss of your entitlement to Small Business Rate Relief.

You should therefore complete Form B in order to notify any future changes.



Small Business Rate Relief Guidance Notes

Please Read Carefully before completing and submitting Form A or B.

The forms supplied may be used for a first application for Small Business Rate in a valuation period in respect of a property or for a fresh application which is required because a ratepayer has taken occupation of an additional property.

Form A should be completed for a first application in a valuation period and Form B for a fresh application. The appropriate part of the declaration must also be completed and the part which is not applicable deleted.

What is a valuation period?

A valuation period is the period of five years for which a local non-domestic rating list is in force (i.e. the period between revaluations of non-domestic hereditaments) and if ratepayers do not take up occupation of any additional properties they may not need to apply for relief again. If they have made an application in respect of one valuation period and the conditions for relief which apply on the first day of a new valuation period are satisfied, their existing application in respect of the earlier valuation period will count as an application in respect of the new valuation period. In such cases, ratepayers do not need to make a fresh application in respect of the new valuation period.

How do I claim relief?

Small business rate relief can only be claimed for one property. A first application for relief in a valuation period in respect of a property should be made using Form A (Form B is not applicable) and all properties in England occupied by the ratepayer must be listed. Where the ratepayer starts to occupy a new property after making an application but wishes to continue receiving relief in respect of the same property, a fresh application must be made by completing Form B (Form A need not be completed).

How does the scheme work?

All hereditaments (buildings and or land) in England owned/leased 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 where:-

- (a) its rateable value shown in the local non-domestic rating list for that day is not more than £2,599; and
- (b) the aggregate rateable value on that day of all the hereditaments the ratepayer occupies in England is not more than £17,999 (or £25,499 where the hereditament for which relief is sought is situated in Greater London).

Where the ratepayer occupies properties in more than one area, if the rateable value of a property is outside of the area of the billing authority granting the relief goes up, the ratepayer must notify the billing authority of the increase. This does not require a fresh application but must be done in writing.

The ratepayer must notify the billing authority of particular changes in circumstances that may affect their entitlement to the relief within four weeks starting on the day after the change occurred.

If the ratepayer is uncertain about which billing authority area any of the properties they occupy is in, they should contact the authority which grants the relief.

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.

North Norfolk District 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.

Data Protection & Fraud Prevention

The information given on the application 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.