

Birmingham City Council

Revenues and Benefits

Revenues & Benefits
Birmingham City Council
PO Box 5
Birmingham
B4 7AB

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APPLICATION FOR SMALL BUSINESS RATE RELIEF FOR THE RATING PERIOD 1 April 2010 - 31 March 2015

Please read carefully the Guidance Notes before completing this application form.
To apply for Small Business Rate Relief, please complete the relevant Sections below:

Return completed forms to: Revenues & Benefits, Birmingham City Council, PO Box 5, Birmingham B4 7AB

Telephone enquiries to 0121 303 5509/5510/5511

1 (a). FULL NAME AND POSTAL ADDRESS OF THE RATEPAYER (this should be the rateable occupier i.e. Limited company, partnership, individual or organisation as shown on your business rates bill):

NAME: _____
ADDRESS (FOR CORRESPONDENCE): _____

POST CODE: _____
TELEPHONE NUMBER: _____
FAX NUMBER: _____
E-MAIL ADDRESS: _____

1 (b). THE PERIOD FOR WHICH RELIEF IS SOUGHT:

FROM: _____
TO: _____

2. IF THE APPLICATION IS THE FIRST APPLICATION FOR YOUR PROPERTY, GIVE THE FULL ADDRESS OF:

(a) THE PROPERTY FOR WHICH SMALL BUSINESS RATE RELIEF IS BEING SOUGHT:

(b) ANY OTHER PROPERTY IN ENGLAND THE RATEPAYER OCCUPIES:

3. IF THE APPLICATION IS BEING MADE TO NOTIFY THE BILLING AUTHORITY OF A CHANGE IN CIRCUMSTANCES BUT THE PROPERTY FOR WHICH THE RATEPAYER IS SEEKING RELIEF REMAINS UNCHANGED, STATE:

(a) THE PROPERTY IN ENGLAND WHICH THE RATEPAYER HAS STARTED TO OCCUPY SINCE MAKING THEIR FIRST APPLICATION FOR THE PERIOD:

(b) THE DATE ON WHICH THE RATEPAYER STARTED TO OCCUPY THAT PROPERTY:

***I CONFIRM THAT THE PROPERTIES LISTED IN PARAGRAPH 2 ARE THE ONLY PROPERTIES IN ENGLAND OCCUPIED BY: [INSERT NAME OF RATEPAYER BELOW I.E. INDIVIDUAL, LIMITED COMPANY, PARTNERSHIP OR ORGANISATION]**

.....
OR

***I CONFIRM THAT THE CHANGES LISTED IN PARAGRAPH 3 ARE THE ONLY CHANGES RELATING TO THE PROPERTIES IN ENGLAND OCCUPIED BY: [INSERT NAME OF RATEPAYER BELOW I.E. INDIVIDUAL, LIMITED COMPANY, PARTNERSHIP OR ORGANISATION]**

.....
AND THE DATE OF THOSE CHANGES HAS BEEN ACCURATELY RECORDED.

SIGNATURE OF THE RATEPAYER OR PERSON AUTHORISED TO SIGN ON BEHALF OF THE RATEPAYER:

.....
CAPACITY OF THE PERSON SIGNING I.E. DIRECTOR, SOLE TRADER, PARTNER (THIS CANNOT BE THE COMPANY SECRETARY):

.....
DATE:

***DELETE AS APPROPRIATE**

SMALL BUSINESS RATES RELIEF

Guidance Notes

Please note an application for Small Business Rates Relief cannot be backdated prior to 1st April 2010, unless a valuation alteration has been made within the last six months to reduce the rateable value limit below £18,000.

This form may be used for a first application for small business rate relief or for a fresh application that is required because the ratepayer has taken up occupation of an additional property.

Section 2 must be completed for a first application and section 3 for a fresh application.

The appropriate part of the declaration must also be completed and the part which is not applicable deleted. If the ratepayer does not take up occupation of any additional properties they will not need to apply for relief more than once in each valuation period (a valuation period runs for five years, the current period commences from 1st April 2010 to 31st March 2015). 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 Section 2 (Section 3 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 Section 3 (Section 2 need not be completed).

It should be noted that, for any particular day, the billing authority will disregard the ratepayer's occupation of an additional property in England 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 properties the ratepayer occupies in England is not more than £17,999 (where the property for which relief is sought is situated outside Greater London).

Therefore, if the ratepayer occupies more than one property, their entitlement to relief is dependant on the rateable values of the other properties they occupy. Where the ratepayer occupies properties in more than one area, if the rateable value of a property outside of the area of the billing authority granting the relief goes up, the ratepayer must notify that billing authority of the increase. This does not require a fresh application but must be done in writing.

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.