

New application form for Small Business Rate Relief and Notification of Changes in Circumstances for periods from 1 April 2010

Is this your first application for small business rate relief for the period 1 April 2010 onwards?

Yes

If yes, please complete Part One only

No

If no, please go to Part Two overleaf

Part One – New Application for Small Business Rate Relief

You must list here **ALL** separately rated non-domestic properties that you occupy in England

Property Reference Number	Ratepayers name and trading name	Full Property Address	Owner of Property	Empty or Occupied

(continue on separate sheet if necessary)

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

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

Name (of Ratepayer).....Signature (of Ratepayer/person authorised to sign).....

Capacity (of person claiming)..... Contact Number.....

Email Address..... Date

Part Two – Notification of changes of occupancy

This section of the form covers circumstances where ratepayers are notifying the council that they have started to occupy another property not detailed on a previous application for Small Business Rate Relief.

If the application is being made to notify the council of a change in circumstances but the hereditament for which the ratepayer is seeking relief remains unchanged, state

(a) The hereditament in England which the ratepayers has started to occupy since making their first application for the valuation period (please provide the full address of the property concerned)

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(b) The date on which the ratepayer started to occupy the hereditament

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Declaration

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

Name of Ratepayer.....and the date of those changes has been successfully recorded.

Capacity (of person claiming).....Signature (of ratepayer/person authorised to sign).....

Contact Number.....Email Address.....

Date.....