



Castle House
Great North Road
Newark on Trent
Nottinghamshire
NG24 1BY
Please contact: 01636 650000
Email: business.rates@nsdc.info

Date: 11 September 2017

Insert Name & Address

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Dear Sir or Madam

Re: Small Business Rate Relief

I am writing with regards to the Small Business Rate Relief.

An application form is enclosed and details of the Small Business Rate Relief scheme can be found on the reverse of this letter.

If you feel you meet the qualifying criteria and wish to apply for relief please complete the form and return it to the above address as soon as possible. Each application will be determined in accordance with the regulations and any relief granted will be shown on your bill.

Please contact the Business Rates office on 01636 650000 if you require any further information.

Yours faithfully

Mr P Ward
Business Manager – Revenues & Benefits

Notes on eligibility for Small Business Rate Relief

Small business rate relief can only be claimed for one property

All hereditaments (business premises) in England occupied 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 business premises in England where:

- a) the rateable value in the local non-domestic rating list for that is below **£2,900** and
- b) the aggregate rateable value on that day of all the hereditaments the ratepayer occupies in England is not more than **£19,999**

Qualifying Criteria:

1. The property must appear in the rating list for the year in which relief is being claimed.
2. If the hereditament is already in receipt of Mandatory relief, Small Business Rate Relief will not apply.
3. If a property is unoccupied Small Business Rate Relief will not apply.
4. The current Small Business Rate Relief scheme is for the period up to 2022/23.
5. Any changes to the occupation or rateable value of your property during the financial year may affect your eligibility for Small Business Rate Relief.

The ratepayer must sign the application 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.

Qualifying properties with a rateable value of below £12,000 will be eligible for 100% rate relief.

The amount of relief will decrease on a sliding scale of 1% for £30 rateable value below £15,000 and will have the reduced multiplier applied.

Qualifying properties with a rateable value between £15,000 and £50,999 will receive no relief, but have the reduced multiplier applied.

WARNING – it is a criminal offence for a ratepayer to give false information when making an application for small business relief.

If you require further details telephone 01636 650000 or email: business.rates@nsdc.info

APPLICATION FOR SMALL BUSINESS RATE RELIEF

Information relating to the address and business where relief is being applied

REFERENCE NO.
RATEPAYER
ADDRESS
EMAIL ADDRESS
TELEPHONE NUMBER

Details of any other Business Rates property in the Newark & Sherwood district or anywhere else in England the ratepayer occupies. ***(If you have no other premises please cross through the box below and state none)***

ADDRESS/ADDRESSES
RATEABLE VALUES OF ABOVE ADDRESS/ADDRESSES

Contact details if different from above

ADDRESS
EMAIL ADDRESS
TELEPHONE NUMBER
DO YOU WANT MAIL SENT TO THIS ADDRESS YES/NO

****Delete as appropriate***

*I confirm that the hereditaments listed above are the only occupied hereditaments in England
OR *that the changes listed overleaf are the only changes relating to the properties occupied in England.

Name of Ratepayer

Signature of person authorised to sign

Capacity in which signing

Date

Please return to Business Rates, Newark & Sherwood District Council, Castle House, Great North Road,
Newark on Trent, Nottinghamshire, NG24 1BY

If the application is being made to notify the billing authority of a change in circumstances, but the property
for which you receive relief remain unchanged,

(a) Please state the property in England you have started to occupy since making your
first application for relief

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(b) The date on which you started to occupy the property

Warning

It is a criminal offence for a ratepayer to give false information when making an application for small business
rate relief.

The information you provide will only be used for Council Purposes unless there is a legal authority to disclose
them.