

Application for Small Business Rate Relief – before completing this form, please read the notes on the back

SECTION A: Ratepayer Name and Correspondence Address

Name [RP]	Address for correspondence:

SECTION B: Property for which Small Business Rate Relief is being claimed and period for which relief is being sought

Account Reference	Property Address	Post Code	2005 Rateable Value
[NDR:AccountReference]	[NDRC:Addr1] [NDRC:Addr2] [NDRC:Addr3] [NDRC:Addr4] [NDRC:Addr5]	[NDR:PostCode]	[RV]

In the space provided below, please state the financial year, or, if part only, the dates within the financial year for which relief is sought:

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SECTION C: Additional Properties

Please list below all other non domestic properties that you occupy in the Rochford District Council area or elsewhere in England. (If you need more space, list any additional properties on a separate sheet of paper and enclose it with this form.)

Property Description	Property Address	Post Code	2005 Rateable Value

SECTION D: Declaration

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

_____	_____	_____
(Signature of ratepayer/person authorised to sign)	(Capacity of person signing)	(Date)
_____	_____	_____
(E-mail address – if applicable)	(Telephone No.)	(Fax No. – if applicable)

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

COMPLETION OF THE FORM

Please read the notes below and complete the relevant sections overleaf as fully as possible. Once complete, sign and date the form and return it to us at the address below, in order that your application for Small Business Rate Relief (SBRR) can be processed.

Please note that you can only qualify for SBRR provided certain criteria have been met. If any one of the criteria is not met we will not be able to award relief. Additionally, should your circumstances change and you no longer meet the qualifying criteria, you must notify us so the SBRR can be reviewed from the date the change occurred.

SECTION A

Enter the name of the ratepayer and the address that any correspondence should be sent to.

SECTION B

Enter the account reference number, and full address including postcode of the property for which you wish to claim relief. The 2005 Rateable value is shown on your rates bill. Alternatively, this information can be viewed by accessing the Valuation Office website: www.voa.gov.uk/business_rates/index.htm.

SECTION C

In order to correctly assess your eligibility for SBRR, in this section please list any other non-domestic properties which you occupy in the Rochford District Council area or elsewhere in England. If there is insufficient space, please list the information on an additional sheet of paper and attach it to the application form.

SECTION D

Your application cannot be processed if this section is not completed. 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) partnership, a partner of that partnership;
- b) trust, a trustee of that trust;
- c) corporate body, a director of that body, and

in any case, a person duly authorised to sign on behalf of the ratepayer.

By signing the form you agree that, to the best of your knowledge, the information contained on the form is complete and is not false. Wilfully making a false statement on the application form is an offence and may result in us taking action against you.

If you have any queries regarding Small Business Rate Relief, please contact the Business Rate Section on 01702 318017.

Please return your completed form to: -

**Rochford District Council
Business Rate Section
Council Offices
South Street
Rochford
Essex
SS4 1BW**