

Business Rates

Small Business Rate Relief



Please complete this form and return it to
 Canterbury City Council
 Business Rates Section
 Military Road, Canterbury CT1 1YW
 Tel: 01227 862 316 or 862 326
 E-mail: Businessrates@canterbury.gov.uk

Application for Small Business Rate Relief

1. Full name and address of the ratepayer

2. Address of the property you are applying for Small Business Rate Relief on

3. Business Rates account number _____

4. The address and rateable value of any other business property you have in England.
 Please note: "Business property" for the purpose of this relief is any property, which is or may become liable to Business Rates and be shown in the Rating List. This includes beach huts, stores, parking spaces and advertising rights.

Address and Business Rates account number	Rateable Value	Occupied or unoccupied

5. The application must be signed by the ratepayer or someone authorised to do so on their behalf. (For example if the ratepayer is a partnership, trust or a company it could be a partner, a trustee or a director.)

I confirm the occupied properties above are the only business properties I occupy in England.

Signature..... Date.....

Name.....Telephone no.

Capacity in which signed.....

The information we have asked for is required under the Local Government Finance Act 1998 and Statutory Instrument no. 3315 of 2004. It is a criminal offence under section 43(D) of the Local Finance Act 1988 to knowingly give false information to receive relief you are not entitled to.

Those who qualify for the relief will receive a bill charged at 42.6 pence per pound rather than the standard rate of 43.3 pence and may qualify for a further reduction.

The amounts of relief available are shown in the following table. The rateable values quoted are those applying at 1 April 2011.

1	If you have one occupied property with a rateable value under £6,000	You will qualify for the lower multiplier of 42.6 pence and 50% reduction
2	If you have one occupied property with a rateable value between £6,000 and under £12,000	You will qualify for the lower multiplier of 42.6 pence and some percentage reduction (on a sliding scale depending on actual rateable value)
3	If you have one occupied property with a rateable value between £12,000 and under £18,000	You will qualify for the lower multiplier of 42.6 pence
4	If you have more than one occupied property with rateable values which total less than £18,000 (The additional properties must each have a rateable value of less than £2,600)	You will qualify for the lower multiplier of 42.6 pence and possibly a percentage reduction. These apply to the main property only.
5	If you have property with a rateable value of £18,000 or more	You will not qualify.

If your circumstances change

You must tell the council within four weeks if:

- There is an increase in rateable value to any property in another council's area that you occupy. You must put this in writing.
- You occupy any property not listed on your application form. You will have to fill in a new application form.

If you do not tell us within four weeks, you will lose your entitlement from the date of change until the day on which we were notified. If your change in circumstances means that you no longer qualify for the relief, it will end from the date of the change.

If you have any queries please call 01227 862 326 or 01227 862 316.