

**Rushcliffe Borough Council, The Civic Centre
Pavilion Road, West Bridgford, Nottingham NG2 5FE
Telephone 0115 981 9911 extension 706.**

**If you wish to discuss this matter with us in person
please contact The Rushcliffe Community Contact Centre,
Rectory Road, West Bridgford**



National Non-Domestic Rates (NNDR)

Small Business Rate Relief (SBRR) was introduced by the Government from 1st April 2005 to help small businesses with the National Non-Domestic Rates (NNDR).

If you satisfy the criteria set out below, you may be entitled to a reduction of up to 100% in the amount of rates you pay for a temporary period from 01 October 2010 to 31 March 2016, please note that the maximum SBRR you can get is normally 50%.

Please read the following notes and if you think that you might qualify, please use the form below to apply.

1 - Eligibility Criteria

Relief is only available to ratepayers with:

- only **one** property in England, or
- one main property and other additional properties providing they have rateable values less than £2,600 and the total value of all the properties remains under the threshold of £18,000.
- one main property and other additional properties where the additional property has not been occupied prior to the main property and has not been occupied for a period exceeding 12 months.

Eligible properties will have their bill calculated using the small business non-domestic rating multiplier.

If you satisfy these criteria, but subsequently, your circumstances change, you must notify us immediately in writing. Failure to notify us of such changes within 4 weeks will lead to a loss of relief.

2 - Thresholds

- Eligible properties with a rateable value (RV) of up to £5,999 will be entitled to 100% relief, this will last until 31 March 2016 and thereafter will revert back to 50%.
- The 50% relief will normally decrease on a sliding scale of 1% for every £120 of rateable value over £5,999, with no entitlement to relief at £12,000 RV.
- Properties with an RV from £12,000 to £17,999 will not qualify for relief but will be eligible to apply to be in the 'buffer zone'. This means you will pay a lesser multiplier and will not have to contribute towards the cost of the relief.

3 - Interaction with other reliefs

Certain properties may be eligible for other types of relief. Under section 61(4) of the Local Government Act 2003:-

- If a property is eligible for charitable relief and small business rates relief, it shall receive charitable relief;
- If a property is eligible for rural rate relief and small business rates relief, it shall receive rural rate relief;
- If a property is eligible for all three reliefs it shall receive charitable relief.

Application for Small Business Rate Relief

Please note that you may only be awarded small business rate relief on your main property.

Details of the property for which small business rate relief is being sought:

Full Address _____

Billing number _____

Please also give below the full address(es) and rateable value(s) of any other business premises occupied within England *

<i>Address</i>	<i>Rateable Value (£)</i>
_____	_____
_____	_____
_____	_____
_____	_____

* No account shall be taken of any hereditament (rateable property) the ratepayer occupies in England where –

- i. the rateable value of each such hereditament shown in the local non-domestic rating list for that day is not more than £2,599: and
- ii. the aggregate rateable value of all the hereditaments the ratepayer occupies in England, including the hereditament for which relief is sought, is not more than or £17,999.
- iii. the ratepayer's occupation of the additional hereditament started on a date after that ratepayer started to occupy the main hereditament
- iv. on the chargeable day concerned, the ratepayer has occupied the additional hereditament for a period not exceeding 12 months

Declaration

Please note: The application must be signed by the ratepayer. Where, for example, the ratepayer is a company or partnership, it should be signed by a director of that company or one of the partners and the person signing should state his/her capacity. Please note that in the case of limited companies the name of the ratepayer is the limited company name.

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

_____ (name of ratepayer)

_____ (signature of ratepayer)

_____ (capacity of person signing)

_____ (Date) _____ (telephone no.)

_____ (fax no.) _____ (e-mail address)

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