

Business Rates Service

Wakefield Council
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Small Business Rate Relief Scheme: Application Form 2010/2015

i Please read the notes overleaf before completing this form.

Section 1

Name(s) of Ratepayer(s): <i>Either Proprietor, Partnership or Limited Company</i>		<input type="text"/>	
The full address of the property to which this application relates:		<input type="text"/>	
Rateable Value	<input type="text"/>	Reference Number	<input type="text"/>
Telephone Number	<input type="text"/>	Facsimile Number	<input type="text"/>
E-mail Address	<input type="text"/>		

Section 2

If the application is the first application in the valuation period in respect of a property, please give the full address of any other business properties and business partnerships in England the ratepayer occupies. (Please specify if not applicable)

Address	<input type="text"/>		
Rateable Value	<input type="text"/>	Reference Number	<input type="text"/>
Address	<input type="text"/>		
Rateable Value	<input type="text"/>	Reference Number	<input type="text"/>

Section 3

If the application is being made to notify the billing authority of a change in circumstances, but the property for which the ratepayer is seeking relief remains unchanged, please give the address of the property in England which the ratepayer has started to occupy since making their first application for the valuation period and the date on which they started to occupy the property.

Address	<input type="text"/>	Occupation Date	<input type="text"/>
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- * I confirm that the properties listed in section 2 are the only non-domestic properties in England that the ratepayer occupies. OR
- * I confirm that the changes listed in section 3 are the only changes relating to the non-domestic properties in England occupied by the ratepayer and the date of those changes has been accurately recorded.

(* Delete as appropriate)

Signature of person authorised to sign	<input type="text"/>		
Capacity of the person signing	<input type="text"/>	Date	<input type="text"/>

This 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.



CAUTION
IT IS A CRIMINAL OFFENCE UNDER SECTION 2 OF THE THEFT ACT 1978, FOR A RATEPAYER TO GIVE FALSE INFORMATION WHEN MAKING AN APPLICATION FOR SMALL BUSINESS RATE RELIEF.

*Please refer to notes overleaf.

Small Business Rate Relief Scheme: Explanatory Notes

This form may be used for a first application for small business rate relief in a valuation period in respect of a property or for a fresh application that is required because the ratepayer has taken up occupation of an additional property.

Section 2 must be completed for a first application in a valuation period and section 3 for a fresh application. The appropriate part of the declaration must also be completed and the part which is not applicable deleted.

A valuation period is the period of five years for which a local non-domestic rating list is in force (i.e. the period between revaluations of non-domestic properties) and if the ratepayer does not take up occupation of any additional properties they will not need to apply for relief more than once in each valuation period.

Small business rate relief can only be claimed for one property. A first application for relief in a valuation period in respect of a property should be made using section 2 (section 3 is not applicable) and all properties in England occupied by the ratepayer must be listed. Where the ratepayer starts to occupy a new property after making an application but wishes to continue receiving relief in respect of the same property, a fresh application must be made by completing section 3 (section 2 need not be completed). It should be noted that, for any particular day, the billing authority will disregard the ratepayer's occupation of an additional property in England where –

- a) its rateable value shown in the local non-domestic rating list for that day is not more than £2,199 and;
- b) the aggregate rateable value on that day of all the properties the ratepayer occupies in England is not more than £14,999 (where the property for which relief is being sought is situated outside Greater London)

Therefore, if the ratepayer occupies more than one property, their entitlement to relief is dependent on the rateable values of the other properties they occupy. Where the ratepayer

occupies properties in more than one area, if the rateable value of a property outside of the area of the billing authority granting the relief goes up, the ratepayer must notify that billing authority of the increase. This does not require a fresh application but must be done in writing.

It will be a condition of entitlement for the ratepayer to notify the billing authority of any change within 4 WEEKS starting on the day after the date of change. Failure to notify the billing authority will mean that the ratepayer would no longer be entitled to relief.

If the ratepayer is uncertain about which billing authority area any of the properties they occupy are in, they should contact the authority which grants the relief.

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) 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.

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

Data Protection Notice

We are asking for this information in accordance with the provisions of section 29 of the Data Protection Act 1998. It will be used to help us determine your liability for, and to collect, non-domestic rates.

It may be shared with other sections of the Council, and with other Public Bodies, if relevant. It may also be used to assess and collect Taxes and Duties, to help detect and prevent fraud and to help detect and prevent crime and to carry out public duties.