



## Application for Small Business Rate Relief

Please complete both sides of the application form in **BLOCK CAPITALS**

Property Address

Applicant:

Trading name:

Correspondence Address: ( if different to the property address)

Business Rates Account Number: (this starts with 4)

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Property Reference Number: (this starts with 2)

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What date are you claiming SBRR from?

D	D	M	M	Y	Y

Type of business (e.g. sole trader or Limited Company):

If you are a Limited Company please give your Company Number:

if you are a sole trader/partnership please state your home address(es):

**Contact details:**

**Telephone number:**

**Email:**

**Details of any other liability you have for Business Rates in Derby or elsewhere in England**

**Property Address:**

**Local Authority:**

**Rateable Value:**

**Account Number:**

**Property Address:**

**Local Authority:**

**Rateable Value:**

**Account Number:**

**(Continue on a separate sheet if necessary)**

**Please see Guidance Notes on the next page.**

**Declaration**

**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**
- (d) in any other case - a person duly authorised to sign on behalf of the ratepayer.**

**Declaration: I confirm the occupied property, or properties, above are the only business properties the applicant occupies in England**

**Signed:**

**Print name in BLOCK CAPITALS:**

**Capacity of person signing:**

**Date:**

**It is a criminal offence for a ratepayer to give false information when making an application for Small Business Rates Relief**



## Small Business Rate Relief Guidance Notes

Ratepayers who occupy a property with a rateable value which does not exceed £50,999 (and who are not entitled to other mandatory relief or are liable for unoccupied property rates) will have their bills calculated using the lower small business non-domestic rating multiplier, rather than the national non-domestic rating multiplier.

In addition, generally, if the sole or main property is shown on the rating list with a rateable value which does not exceed £15,000, the ratepayer will receive a percentage reduction in their rates bill for this property of up to a maximum of 100%. For a property with a rateable value of not more than £12,000, the ratepayer will receive a 100% reduction in their rates bill.

Generally, this percentage reduction (relief) is only available to ratepayers who occupy either-

- (a) one property, or
- (b) one main property and other additional properties providing those additional properties each have a rateable value which does not exceed £2,899.

The rateable value of the property mentioned in (a), or the aggregate rateable value of all the properties mentioned in (b), must not exceed £19,999 outside London or £27,999 in London on each day for which relief is being sought. If the rateable value, or aggregate rateable value, increases above those levels, relief will cease from the day of the increase.

The Government has introduced additional support to small businesses. For those businesses that take on an additional property which would normally have meant the loss of small business rate relief, the Government has confirmed that they will be allowed to keep that relief for a period of 12 months.

Where a ratepayer meets the eligibility criteria and has not received the relief they should contact their local authority. Provided the ratepayer continues to satisfy the conditions for relief which apply at the relevant time as regards the property and the ratepayer, they will automatically continue to receive relief in each new valuation period.

Certain changes in circumstances will need to be notified to the local authority by a ratepayer who is in receipt of relief (other changes will be picked up by the local authority). The changes which should be notified are—

- (a) the ratepayer taking up occupation of an additional property, and
- (b) an increase in the rateable value of a property occupied by the ratepayer in an area other than the area of the local authority which granted the relief.

## **Backdating Small Business Rate Relief**

Small business rate relief can be backdated for a maximum of 6 years from the date of your application, as long as you have met the qualifying criteria throughout.

### **Changes in circumstances**

Certain changes in circumstances will need to be notified to the Business Rates team by the ratepayer. The changes which must be notified are:

- a) the ratepayer taking up occupation of a property they did not occupy at the time of making their application for relief, and
- b) an increase in the rateable value of a property occupied by the ratepayer in an area other than the area of the local authority which granted the relief.

Notification of these changes must be given to the Business Rates team within 28 days of the change taking place.

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Please return the completed form to:

**Business Rates Team**

**Derby City Council  
Council House  
Corporation Street  
Derby DE1 2FS**

**Email: [business.rates@derby.gov.uk](mailto:business.rates@derby.gov.uk)**

**Telephone: 01332 642428**

## **Privacy Notice – Revenues, Benefits and Exchequer Services**

### **How is your information used?**

We may use your information to: bill, administer and collect Council Tax; bill, administer and collect Business Rates; bill, administer and collect Business Improvement District (BID) levies; process and pay Housing Benefit, second adult rebate for pensioners, Council Tax Support, Discretionary Housing Payments and Council Tax Hardship; bill, administer and collect Housing Benefit overpayments; process applications for free school meals; bill, administer and collect Sundry Debts; process financial assessments relating to Home Care Charging and Residential Care Charging; investigate and prosecute Fraud; send you communications; ask agencies, government departments or other public bodies to give us information they have about you; check information you have provided, or information about you that someone else has provided, with other information we hold; get information about you from certain third parties, or give information to them to check the accuracy of information, prevent or detect fraud or protect public funds. This is to help us meet our statutory and non-statutory duties; administer work accurately and efficiently; assess any contribution to means-tested payments or grants provided by the Council; bill, administer and collect debt; contribute to intelligence gathering to assess impacts of changes to identify need; check the information you have given us to make sure we are handling your data correctly, and for other purposes allowed by law; and prevent fraud and the misuse of public funds.

### **Who has access to your information?**

We may share your information with:

- Other Council Directorates, Derby Homes, elected members and schools in Derby.
- External organisations such as: Government departments and organisations, other local authorities; Courts and Tribunals; the Rent Office; the Valuation Office Agency; the Police; the National Asylum Support Service (NASS); the National Anti-Fraud network (NAFN); the National Fraud Initiative (NFI); software providers; contracted service providers and IT companies used for technical support; social housing landlords (for Housing Benefit claimants in social housing); banks; building societies; external auditors; enforcement agents; debt advice agencies; your doctor / medical professional (if you are claiming a discount for severe mental impairment); your employer; any relevant third parties as required to help prevent fraud, including private sector companies as allowed by law.
- Relevant individuals such as benefits claimants, landlords and agents.

For further information about how your personal information will be used, please go to <https://www.derby.gov.uk/privacy-notice/> where you can see a full copy of our Privacy Notice. Alternatively you can request a hard copy from [RBESPrivacyNoticerequest@derby.gov.uk](mailto:RBESPrivacyNoticerequest@derby.gov.uk) or call us on 01332 643194.