



SMALL BUSINESS RATE RELIEF

Account number:

Property reference:

Application Form for Small Business Rate Relief

1. Ratepayer's details. Please provide: -

(a) Name

Correspondence address.....

Telephone number.....

E-mail address.....

(b) the valuation period, or partial valuation period, for which relief is sought

.....

2. If the application is the first application in the valuation period in respect of a business property, give the full address of: -

(a) The property for which small business rate relief is sought

.....

Additional Properties

(b) Any other non-domestic property in England where you are the ratepayer? *

Yes/No

Please give address:

.....

3. If the application is being made to notify the billing authority of a change in circumstances but the business property for which you are seeking relief remains unchanged, state: -

(a) the property in England that you have started to occupy since making your first application for the valuation period:-

.....

(b) The date on which you started to occupy that property

*I confirm that the properties listed in paragraph 2 are the only properties in England occupied by **(insert name of ratepayer)**

.....

OR

*I confirm that the changes listed in paragraph 3 are the only changes relating to the properties in England occupied by: - **(insert name of ratepayer)**

.....

and the date of those changes has been accurately recorded.

Signature of the ratepayer/person authorised to sign.....

Capacity of person signing.....(e.g. owner/tenant/agent/director)

Date.....

* Delete as appropriate

Warning:It is a criminal offence to give false information when making an application for small business relief. Also, you should notify me immediately if your circumstances change after submitting this application.

Note: " Valuation Period" means the period for which a local non-domestic rating list remains in force under section 41 (3) of the Act.

Data Protection

Your personal information will be held and used in accordance with the requirements of the Data Protection Act 1998. We have a duty to protect the public funds we administer and may use the information you have provided for the prevention and detection of fraud. We may also share this information with other bodies responsible for auditing or administering public funds for these purposes. For further information, go to <http://www.merton.gov.uk/legal/nfi-fdp.htm> or contact the Data Protection Officer, by email: data.protection@merton.gov.uk or by telephone on 020 8545 4182.

Further information is available from <http://www.auditcommission.gov.uk/nfi/fpindex.asp>