

**Application for Small Business Rate Relief**

(Non-Domestic Rating (Small Business Rate Relief) (Amendment) (England) Order 2006 (SI 2009/3175).

**Please read the attached notes before completing this application form.**

**Warning:** It is a criminal offence for a ratepayer to give false information when making an application for small business rate relief, and checks will be done to verify the information provided.

**Return to: London Borough of Bromley PO Box 126 Bromley Kent BR1 3ZT**

**Telephone Number 0300 303 8659**

**Fax Number 020 8464 8016**

**Section 1 (a)**  
**Details of your organisation**

Reference/Account Number

(i) Name of Applicant (ratepayer):  
 (Title, Forenames, Surname or Limited  
 Company Name)

Trading name:

(ii) State Type of Business (✓)  
 Other, give details below

Sole Trader	<input type="checkbox"/>	Joint ratepayers	<input type="checkbox"/>
Partnership	<input type="checkbox"/>	Limited company	<input type="checkbox"/>

(iii) Limited/Plc Company provide  
 Registration Number and registered  
 address:

(iv) Joint Ratepayer & Partnerships;  
 provide Title, Forenames, Surname for  
 each person.

(v) Contact 'phone number:

(Vi) Contact E-mail:

(Vii) Contact Fax Number

(Viii) Home Address:

**Section 1 (b)**  
**Claim Period**

(i) Occupation Date (DD/MM/YY) or Date  
 SBRR claimed from (DD/MM/YY)

(ii) Valuation List Period

**01/04/2010 to 31/03/2021**

**Section 2 (First Application)**

**Details of the premises for which application is being made**

(i) Please give the full address, including postcode, of the premises the relief is for.

(ii) Provide the full address (as shown on your rates bill) of any other property (assessed for Business Rates) you occupy.

**If you occupy more than 2 properties supply details below or on a continuation sheet.**

(iii) Provide the **Property Reference** Number from your Business Rates Bill and the current Rateable Value

(iv) additional Property Details

(v) additional Property Details

RV:

**Section 3**

**Change in Circumstances**

If the application is being made to notify the London Borough of Bromley of a change in circumstances since your first application (Valuation List Period) but the hereditament (property) for which you are seeking relief remains unchanged, provide:-

(i) The address, including postcode, of the premises SBRR has been granted for.

(ii) Provide the full address (as shown on your rates bill) of the new property (assessed for Business Rates) you occupy.

(iii) Provide the Property Reference Number from your Business Rates Bill and the current Rateable Value

(iv) Provide the date you occupied the above address (DD/MM/YY)

RV:

**Section 4  
Declaration**

**Delete as applicable\***

\*I confirm that the hereditaments listed in section 2 are the only hereditaments I occupy in England **or**  
\*I confirm the changes listed in section 3 are the only changes relating to hereditaments in England.

As far as I know and believe, the information I have given on this form is correct. I understand that if I knowingly give any incorrect or untrue information that I may be liable to prosecution for theft by obtaining financial advantage by deception and a possible summary conviction to a fine not exceeding level two on the standard scale.

I am aware that a condition of any award of SBRR I (the ratepayer) must advise the council in the following circumstances.

- Where the rateable value of any property you occupy in **another** Council area increases.
- You occupy any property, which is not mentioned, on your previous application for relief.

**And that failure to notify the Council within four weeks of the date of change will mean that I (the ratepayer) will no longer be entitled to the relief. If I (the ratepayer) notify the Council after the four week period, I (the ratepayer) note the relief will be lost from the day after the date of change until the day on which the Council is notified.**

Name of Signatory (In Capitals)

Signature:

**Position held in organisation\***

Date:

**\*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**
- D. in any other case, a person duly authorised to sign on behalf of the ratepayer.**

Data Protection Act 1998: The information will be used in connection with the billing, collection and recovery of local taxes and revenues, including the calculation of any associated discounts, relief's. The data may be disclosed to other local authorities for local taxation purposes only and to the Council's auditors.

This authority is under a duty to protect the public funds it administers and to this end may use this information you have provided on this form within this authority for the prevention and detection of fraud. It may also share this information with other bodies administering public funds solely for these purposes.

**For Office Use Only**

Account name checked	<input type="checkbox"/>	RV checked	<input type="checkbox"/>	Other properties checked	<input type="checkbox"/>
Capacity of signatory checked	<input type="checkbox"/>	Capacity of signatory checked	<input type="checkbox"/>	SBRR entitlement confirmed	<input type="checkbox"/>

SBR Authorised/denied by:

**IMPORTANT: THESE NOTES FORM PART OF THE APPLICATION FORM.**

**The following notes are taken from Non-Domestic Rating (Small Business Rate Relief) (Amendment) (England) Order 2006 (SI 2009/3175).**

The 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. **Paragraph 2 must be completed for a first application in a valuation period and paragraph 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 hereditaments) and if the ratepayer does not take up occupation of any additional properties they may not need to apply for relief again. If they have made an application in respect of one valuation period and the conditions for relief which apply on the first day of a new valuation are satisfied, their existing application in respect of the earlier valuation period will count as an application in respect of the new valuation period. In such cases, ratepayers do not need to make a fresh application in respect of the new 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 paragraph 2 (paragraph 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 paragraph 3 (paragraph 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 £2,599; **and**

(b) the aggregate rateable value on that day of all the properties the ratepayer occupies in England is not more than £25,499 (where the property for which relief is sought is situated in Greater London) or £17,999 (where the property for which relief is sought is situated outside Greater London). Eligible properties with an RV up to £6,000 will receive 50% relief and eligible properties with an RV which is more than £6,000 but not more than £12,000 will receive relief on a sliding scale.

Therefore, if the ratepayer occupies more than one property, their entitlement to relief is dependant 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.

If the ratepayer is uncertain about which billing authority area any of the properties they occupy is 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
- D. 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.**