

**SUFFOLK COASTAL DISTRICT COUNCIL - SMALL BUSINESS RATE RELIEF (SBRR)
CHANGES IN CIRCUMSTANCES FORM**

For periods commencing 1 April 2007 to 31 March 2010 and 1 April 2010 to 31 March 2015

FORM 2 – If this application is being made to notify the billing authority of a change in circumstances but the hereditament for which the ratepayer is seeking relief remains unchanged, state:

- (a) the additional hereditament in England which the ratepayer has started to occupy since making their first application for the valuation period, **AND**
- (b) the date on which the ratepayer started to occupy that additional hereditament.

(a)
and
(b)

Rate Account No. (see your bill)	Ratepayers Name and Trading Name. If a Partnership, list all Partner's names. State if Limited Company or Plc	Full Property Address (If out of Suffolk Coastal please also give name of Local Authority to whom you pay rates)	Date ratepayer started to occupy the additional property	Rateable Value (see your bill)

Complete this section where there has been an increase in the rateable value of a property for which you are the ratepayer, in England, and which is situated out of the Suffolk Coastal area.

Rate Account No. (see your bill)	Ratepayers Name and Trading Name. If a Partnership, list all Partner's names. State if Limited Company or Plc	Full Property Address (If out of Suffolk Coastal please also give name of Local Authority to whom you pay rates)	Old Rateable Value (see your bill)	New Rateable Value and Effective Date (see your bill)

You must notify us of these changes which may affect your entitlement to SBRR **WITHIN FOUR WEEKS** starting on the day after the date of change. Failure to notify us now or in the future of changes as described would result in you losing your entitlement to SBRR.

DECLARATION I can confirm that the hereditament listed is one that I am liable/responsible for paying Non-Domestic Rates in England.

Signature Print Name Capacity in which signed (eg Owner, Tenant, Agent, Director, Partner, etc)	Date Daytime Telephone No. Email Address Facsimile No:	FOR OFFICE USE ONLY Local Authority Check <input type="checkbox"/> System Check <input type="checkbox"/>
--	--	---

It is a criminal offence to give false information when making an application for Small Business Rate Relief. Please return this form to:- Suffolk Coastal District Council, Business Rates Section, Melton Hill, Woodbridge, IP12 1AU