

**SUFFOLK COASTAL DISTRICT COUNCIL - SMALL BUSINESS RATE RELIEF (SBRR)
 APPLICATION FORM FOR PART VALUATION PERIOD 1 APRIL 2007 TO
 31 MARCH 2010 AND VALUATION PERIOD 1 APRIL 2010 TO 31 MARCH 2015.**

FORM 1 – Complete this form if this application is your **FIRST APPLICATION** for relief in the valuation period(s) in respect of the hereditament (property). Please provide details below of any hereditament for which you have a non-domestic rate liability anywhere in England. Any additional properties that you may be responsible for can be entered on a separate sheet of paper.

PLEASE NOTE: SBRR can only be granted on one property per business ratepayer in England – (Please read notes overleaf carefully)

The partial valuation period or valuation period for which relief is sought

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 and your rate account number with them)	State if In Use <u>or</u> Not In Use/ Empty	Rateable Value (see your bill)

DECLARATION I can confirm that the property(ies) listed is/are the only one(s) 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"/>
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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

SMALL BUSINESS RATE RELIEF

USEFUL TERMS

What is a Valuation period?

A Valuation period is the period of five years for which a local non-domestic rating list is in force. If a ratepayer only occupies one property during this period they will not need to apply for the relief more than once. (With regards to this application the valuation periods are 1 April 2007 to 31 March 2010 and 1 April 2010 to 31 March 2015).

What is a Hereditament?

A hereditament is another name for a property in the non-domestic rating list.

The Rate Account Number and the Rateable Value of the property can be found on your rate demand.

How does the scheme work?

Small Business Rate Relief (SBRR) is only available to ratepayers who apply to their local authority and who occupy either:

1. one property, or
2. one main property and other additional properties providing those additional properties each have an RV of less than £2,200, less than £2,600 from 1 April 2010..

The RV of the property mentioned in (1), or the aggregate RV of all properties mentioned in (2) must be under £15,000 outside London or £21,500 within London on 1 April each year up unto 31 March 2010. From 1 April 2010 the RV figures will change to under £18, 000 and under £26,000 respectively.

IMPORTANT

To qualify for SBRR, you do not have to be running a business from the property, or letting it out, the scheme is actually based on the rateable value of the property held in the valuation list.

How do I claim?

Complete Form 1 to apply for SBRR. All properties for which the ratepayer has a rate liability should be entered.

Change in Circumstances

Complete Form 2 where:

1. the ratepayer occupies an additional property which was not entered on the application form (Form 1),
2. the rateable value of a property outside this authority's area for which you are liable to pay rates increases. The effective date of the increase must be entered.

IMPORTANT

Failure to notify us of any changes in circumstances now or in the future may affect your entitlement to relief. You must notify us **WITHIN FOUR WEEKS** starting on the day after the date of change to avoid losing the relief.

Suffolk Coastal District Council must protect public funds and may use this information to prevent and detect fraud. The Council may request further information to verify your application.

Please ensure that the Declaration Section on Form 1 is completed before returning it to the Business Rates Team.

PLEASE NOTE – SBRR 2007/10

If you still haven't applied for SBRR for the financial years 2007-10 please contact the Business Rate team (see overleaf) for an application form to be sent for completion, you must apply before 30 September 2010 in order to qualify.

**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"/>
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