

Small Business Rate Relief

Article 4 of the Non-Domestic Rating (Small Business Rate Relief) (England) Order 2004.

Please complete and sign this form and send it to Business Rates – Local Taxation, Exeter City Council, Civic Centre, Paris Street, Exeter, EX1 1JD or scan and email to business.rates@exeter.gov.uk

Item	Response
Full name of limited company, sole trader or partnership	
Contact address	
Telephone number	
Email	
Address of the property you are applying for relief on	
Date you moved in to the premises (this may be different to your lease start date)	
Business rates account reference number	
Please give any other business addresses you have. Include those you have a joint interest in.	
Other business address 1	
Other business address 2	
Other business address 3	
I confirm that the properties above are the only business properties in England that I occupy.	
Signature of ratepayer	
Print name and position in business	
Date	
<p>If your circumstances change, you must tell us (the Business Rates section) immediately. Section 43(4D) of the Local Government Finance Act 1988 makes it a criminal offence for a ratepayer to give false information when making an application for Small Business Rate Relief.</p>	

Small Business Rate Relief Scheme

The small business rate relief scheme was introduced on the 1st April 2005 under the Non-Domestic Rating (Small Business Rate Relief) (England) Order 2004 and the main points of the scheme are now as follows:

- A Eligible ratepayers will pay no rates on properties with a rateable value up to £12000, with a tapered relief between 100% and 0% for properties with rateable values between £12001 and £14999.
- B The conditions governing eligibility are that:
- the relief is only available to ratepayers that occupy either one property in England, or occupy one main property and other additional occupied properties, providing those additional properties have rateable values less than £2,900 and the total value of all the properties remains under the appropriate threshold of £20,000.
 - should a ratepayer have an increase in Rateable Value on a property not in the billing authority granting the relief, or occupies a new property not shown on the original application then this change must be notified in writing to the Council within 4 weeks of the day that the change occurred.
- C If an application for relief is granted, provided the ratepayer continues to satisfy the conditions for relief which apply at the relevant time as regards the property and ratepayer they will not need to re-apply for relief in each new valuation period.

When completing the attached application, special emphasis should be placed on confirming all business properties in England that you occupy.

If you have any query regarding the scheme or application form please telephone the Business Rates Office on (01392) 265559.

Business Rates Team
Exeter City Council

