The Horizon Centre
Broadland Business Park
Peachman Way
Norwich
NR7 0WF

Tel : 08081 787142
Email: business.rates.bdc@southnorfolkandbroadland.gov.uk

Small Business Rate Relief
Important Notes - Please Read Carefully

As a small business it is possible that you may qualify for Small Business Rate Relief. From 01/04/23, small businesses, which meet the criteria and have a rateable value (RV) of £12,000 or less, may qualify for 100% relief.

This can apply where you only occupy one non-domestic property in England (or more than one if the RV's on the other properties is less than £2,900), and the total amount of combined RV does not exceed £19,999.

Businesses/Non-domestic premises with a property RV between £12,000 and £14,999 will receive relief on a sliding scale.
Your application will be processed as soon as possible and if you are successful an amended bill will be issued showing the relief.
If you have any queries, please contact the Business Rates Team on 0808 178 7142.

All hereditaments in England occupied by the ratepayer must be listed. It should be noted that, for any particular day, the billing authority will disregard the ratepayer's occupation of an additional hereditament in England where --

(a) Its rateable value shown in the local non-domestic rating list for that day is not more than £2,899; and

(b) The aggregate rateable value on that day of all the hereditaments the ratepayer occupies in England is not more than £27,999 (where the hereditament for which relief is sought is situated in Greater London) or £19,999 (where the hereditament for which relief is sought is situated outside Greater London).

The ratepayer must sign the application, 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 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.

You should notify the Council immediately of any change in circumstances (e.g. if you become responsible for another business premises not shown on the form)

Broadland 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.

Part 1. Complete this section to apply for relief in the valuation period you have stated above.

Insert below details of the hereditament (property) for which small business rate relief is sought

Property reference number	
Ratepayers name and Trading Name. (include all partners)	
Full address of rateable hereditament (property)	
Name and address of property owner	
Occupied or Vacant? (if occupied, please give date of occupation)	

If you currently have any other business premises in England please complete the section below

Full address of rateable hereditament (property)	
Local Authority	
Occupied or Vacant? (if occupied, please give date of occupation)	
Rateable Value	

Part 2. Declaration

*I confirm that the hereditaments (properties) listed in **Part 1** are the only hereditaments (properties) in England occupied by the ratepayer specified in **Part 1**.

Signed: .....

Capacity in which signed: .....

Date: .....

Telephone: .....

Email:.....

Please tick if you would like to receive your bills by email ☐

Please email or post this form to the details at the top of this letter

Privacy Notice

South Norfolk and Broadland Councils take your privacy very seriously. Under data protection legislation we lawfully process your personal information as a public authority.

What we do with your data

We need some personal information so we can send accurate **Non-Domestic Rate** bills to customers and collect the right amount considering any reliefs or exemptions which they may be entitled to. We will keep your data in accordance with our Data Retention Policy (available on our website).

What are your rights?

Under data protection law you have the right to request access to, rectification, restriction or objection to the processing of your personal data, as detailed in our Privacy Policy (available on our website).

You can contact our **Data Protection Officer** at:

data.protection@southnorfolkandbroadland.gov.uk

or telephone **01508 533943**. You also have the right to lodge a complaint with the regulator, the Information Commissioners Office (ICO).

What are the consequences of not providing data?

Non-domestic Rates are administered under statutory provisions. If data is not provided we may be unable to send an accurate bill and entitlement to reductions may be lost.

Data sharing

Data is shared within the Council with the Planning Department, Environmental Services team, Economic Development, Emergency Planning, Reception and Financial Services teams to carry out their statutory duty. We will not use your data for marketing purposes unless you consent to it. We do not pass your details on to third parties unless the Council is lawfully able to do so for the prevention and detection of crime and fraud, or for the collection of taxes. Data may also be lawfully shared externally including with Enforcement Agents, Norfolk Trading Standards, Companies assisting in reviewing Non-Domestic Rates reliefs and Tracing Agents.