

Dear Business Ratepayer

**Application for Small Business Rate Relief**

As a small business it is possible that you may qualify for Small Business Rate Relief. From 01/04/17, 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 RVs 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.

The threshold for using the Small Business Multiplier to calculate the charge will be increased to a rateable value of £51,000 all rates where the property has an RV up to this will be calculated using this multiplier regardless of whether you occupy more than one premise.

**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 questions, please contact the Business Rates team on 0808 178 7142.

Yours faithfully

A handwritten signature in black ink, appearing to read "S. Quilter".

**Simon Quilter  
Revenues Manager  
Business Rates Team**

SBRR17APP.docx

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**[www.southnorfolkandbroadland.gov.uk](http://www.southnorfolkandbroadland.gov.uk)**

**Emergency out of hours service 01508 533633**

**Freephone 0808 178 7142 (Business Rates)**



## Small Business Rate Relief

### Important Notes - Please Read Carefully

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

South Norfolk 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 note this form has been produced in conjunction with all the District Councils in Norfolk.

## Privacy Notice

**South Norfolk Council takes 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: [right2know@s-norfolk.gov.uk](mailto:right2know@s-norfolk.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.

## Application for Small Business Rate Relief and Notification of Change of Circumstances



Your name / Business name	
Property address	
Email address	
To receive future bills & communication via email, please tick here	
Telephone Number	

Once any SBRR entitlement has been awarded, if you would like to pay any balance by direct debit please go to the council's website to sign up for Direct Debit:  
[www.southnorfolkandbroadland.gov.uk](http://www.southnorfolkandbroadland.gov.uk)

The Valuation period or partial valuation period for which relief is sought	
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### 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 (From demand notice)	Ratepayer's name and trading name. Include all partners	Full address of the rateable hereditament (property)	Owner of property (Name & Address)	Occupied (Please tick)	Vacant (Please tick)	Rateable Value (if known)

State any other hereditament (Non-domestic / business property) in England the ratepayer occupies -

Property reference number and local authority (From demand notice)	Full address of the rateable hereditament (property)	Owner of property (Name & Address)	Occupied (Please tick)	Date Occupied	Vacant (Please tick)	Rateable Value (if known)

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**Part 2. Complete this section where occupation or vacation of another property has taken place. (If no changes go to Part 3)**

If the application is being made to notify the billing authority of a change in circumstances but the hereditament (property) for which the ratepayer is seeking relief remains unchanged, state the hereditament (property) in England which the ratepayer has started to occupy/vacate since making their first application for the valuation period -

Property reference number (From demand notice)	Full address of the rateable property (hereditament)	Owner of property (Name & Address)	Date ratepayer started to occupy/vacate	Rateable Value (If known)

**Part 3. Declaration**

\*I confirm that the hereditaments (properties) listed in **Part 1** are the only hereditaments (properties) in England occupied by **[insert name of ratepayer]**

OR

\*I confirm that the changes listed in **Part 2** are the only changes relating to the hereditaments (properties) in England occupied by **[insert name of ratepayer]**

and the date of those changes has been accurately recorded..... **\*Delete as appropriate**

**Signature of the ratepayer or person authorised to sign on behalf of the ratepayer** .....

(If a limited company must be a director)

**Capacity of the person signing [e.g. sole trader, partner, director]** ..... **Date** .....

Please email this form to [NNDR@s-norfolk.gov.uk](mailto:NNDR@s-norfolk.gov.uk) or post it to Business Rates Team, South Norfolk Council, Cygnet Court, Long Stratton, Norwich NR15 2XE