**APPLICATION FORM (1 APRIL 2017 ONWARDS)**

**Non-Domestic Rating (Small Business Rate Relief) (England**)

For occupied Properties with a 2017 Rating List Rateable Value below £15,000

**Return to:** Business Rates, Revenue Services, Crawley Borough Council, Town Hall,

The Boulevard, Crawley, West Sussex, RH10 1UZ

(Telephone enquiries to 01293 438615 or E Mail to [Rates@crawley.gov,uk](mailto:Rates@crawley.gov,uk) )

**1. STATE:-**

|  |  |
| --- | --- |
| a) Name of Liable Occupier *(Either sole trader name, or all partners names, or Ltd/PLC/LLP Company name or other incorporated Organisation name)*  b)Trading name (if different than the Liable occupier)  c) Your contact Address [where different from 2a below)  d) Daytime Contact Telephone No.  e) E Mail address |  |
| f) Enter the start date from which relief should apply re the property stated in Q. 2 a) (usually the occupation date or first qualification date) |  |

**2. GIVE THE FULL ADDRESS OF:-**

|  |  |
| --- | --- |
| a) The Business Rated property address for which small business rate relief is being requested |  |
| b) The address of any other Business property/land/car parking space etc*.* (in England) occupied (in whole or in part) from the above start date by the applicant  irrespective of whether the rates are paid on an inclusive or exclusive basis  {***state “None” if none***}  (if you have moved between premises, please tell us) |  |

**IF FOLLOWING THIS APPLICATION, YOU VACATE OR OCCUPY AN ADDITIONAL RATED PROPERTY ELSEWHERE IN ENGLAND YOU MUST LET US KNOW IMMEDIATELY**

**3. DECLARATION:-**

I declare that the business properties/land listed in sections 2a) & 2b) are the only business properties/land in England occupied by the liable party identified in Q 1a) above and I agree to notify you of any changes.

**4. SIGNATURE, CAPACITY AND DATE:-**

|  |  |
| --- | --- |
| Signature of Ratepayer  (Note: for Companies this should be a Director or officer of the Company and not an agent) |  |
| Capacity of person signing (e.g. sole trader, partner, Director, Company Secretary, Trustee ) |  |
| Date |  |

*For official Use: -* ***A/C Ref. No. …………………………………………. Property Ref .No. ………………………***

*Comments ……………………………………… Completed by (initials) ……… Date …………………….*

**GUIDANCE NOTES Re: Small Business Rate Relief Applications (outside Greater London)**

**Important Note**

**Ratepayers must notify the billing authority within four weeks of the event of any change of circumstances which could affect their entitlement to relief such as vacation, the occupation of an additional property or change of Rateable Value for a second occupied property which has previously been disregarded under the Qualifying conditions below.** Failure to notify the billing authority of a change within 4 weeks of the effective date will bring the existing relief to a retrospective end and any new relief (where it still qualifies) will only apply from the receipt date of the new application or advice of change (as appropriate).

**Applicants are encouraged to keep a copy of their completed application form on file so as not to forget to notify us about any change of circumstances**

i) Ratepayers should notify the authority granting relief if they vacate or if they occupy an additional property or land for business purposes in England.

ii) If you have a second property outside this Billing Authority area which is disregarded under the qualifying conditions below and the Valuation Office Agency changes the rateable Value you must notify us in writing within 4 weeks.

**NEW APPLICATIONS**: - The authority will not know whether you occupy business premises elsewhere in England so you still need to apply to the relevant Billing Authority concerned (The application form overleaf is not in itself a compulsory document but all the information will be needed in some format in order for us to verify your qualification):-  
  
**QUALIFYING CONDITION****S**

**For the purposes of new applications made for any period falling on or between 1st April 2017 and 31 March 2022:-**

**The qualifying condition** is that on the chargeable day *(i.e. each day of liability) for which relief is sought*:-

The ratepayer/liable person generally occupies only one business property/unit of land in England. The Rateable Value must be verified as not more than **£14,999** for the 2017 local Non-Domestic Rating List except for any properties in England that liable party occupies which can be disregarded because:

1. Every additional property or unit of land in England which is occupied (in whole or in part and regardless of who actually pays the rates) can be verified as having a Rateable Value of less than £2900. This includes property or landwhich has or should have a Rateable Value shown in the 2017 Rating List and
2. The aggregate Rateable Value of all the rateable properties/units of land which are occupied in England are not more than £19,999

**SUPPLEMENTARY NOTES:**

* Relief may only apply to one qualifying property so, if the ratepayer simultaneously occupies properties/land which have identical RV’s, the ratepayer may choose which property or unit of land will be the one to receive the relief otherwise the council will apply the relief to one property as it sees fit.
* Ratepayers in receipt of Relief who subsequently occupy a second property (which cannot be disregarded) will, from the relevant date, continue to receive relief for their original property for a period of 1 year (if it remains occupied). No relief will apply to the second occupied property/land.
* Empty properties do not qualify or count for Small Business Rate Relief