

# BERWICK-UPON-TWEED BOROUGH COUNCIL

## APPLICATION FOR SMALL BUSINESS RATE RELIEF

Council Offices,  
Wallace Green,  
Berwick-upon-Tweed,  
TD15 1ED.  
Tel: (01289) 330044  
Fax: (01289) 330540  
Web Pages:  
[www.berwickonline.org.uk](http://www.berwickonline.org.uk)  
Email: [aal@berwick-upon-tweed.gov.uk](mailto:aal@berwick-upon-tweed.gov.uk)

Date of Issue:  
Account Reference:  
Property Ref:  
Form Type Ref: SBRR1  
Parish:  
Tax Type: NNDR

## APPLICATION FOR SMALL BUSINESS RATE RELIEF Local Government Act 2003 Section 61

Please ensure all sections of the form are completed and the declaration has been signed and dated then return to:

National Non-Domestic Rates Section  
Berwick-upon-Tweed Borough Council  
Council Offices  
Wallace Green  
Berwick-upon-Tweed  
TD15 1ED

Further information or guidance can be obtained by telephoning the non-domestic rates section on 01289 301744 or email [enquiries@berwick-upon-tweed.gov.uk](mailto:enquiries@berwick-upon-tweed.gov.uk)

**1. State -**

**a) Full name, address, telephone number, fax number and email address (where applicable) of the ratepayer-**

.....  
.....post code .....

**b) the valuation period or partial valuation period for which relief is sought (commencing 1<sup>st</sup> April 2007)**

.....

**2. If the application is the first application in the valuation period in respect of a hereditament (rateable property), give the full address of-**

**a) the hereditament (rateable property) for which Small Business Rate Relief is sought-**

*Property reference number and rateable value can be found on any previous rates bill.*

**Address:**

**Property Reference:**

**Rateable Value:** .....

**b) any other hereditament(s) subject to National Non-Domestic Rates in England the ratepayer occupies-**

*In order to verify information given in the following section, you should enclose a copy bill/other confirmation issued to you by the relevant Local Authority. Do not include any property you own but lease out to a tenant. Do not include any domestic properties subject to Council Tax.*

**Address:** .....

**Property Reference:** .....

**Rateable Value:** .....

*Please attach a separate sheet if necessary.*

**3. If the application is being made to notify the Billing Authority (Council) of a change in circumstances but the hereditament for which the ratepayer is seeking relief remains unchanged, state-**

**a) the hereditament in England which the ratepayer has started to occupy since making their first application for the valuation period-**

**Address:** .....

**Property Reference:** .....

**Rateable Value:** .....

b) the date on which the ratepayer started to occupy the hereditament- .....

**YOUR ENTITLEMENT TO SMALL BUSINESS RATE RELIEF IS AT RISK IF YOU FAIL TO NOTIFY THE COUNCIL OF ANY RELEVANT CHANGES WITHIN 4 WEEKS OF THE DAY AFTER THE CHANGE TAKING PLACE.**

**Declaration**

**\*I confirm that the hereditament(s) listed in Paragraph 2 is/are the only hereditament(s) in England occupied by [*insert name of ratepayer*]**

.....

**OR**

**\*I confirm that the changes listed in paragraph 3 are the only changes relating to the hereditaments in England occupied by [*insert name of ratepayer*]..... – and the date of those changes has been accurately recorded.**

**\*Delete as appropriate**

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

.....**(Capacity of person signing) .....(Date)**

## **Notes**

**This form may be used for a first application for Small Business Rate Relief in a valuation period in respect of a property, or for a fresh application that is required because the ratepayer has taken up occupation of an additional property. Paragraph 2 must be completed for a first application in a valuation period, and Paragraph 3 for a fresh application. The appropriate part of the declaration must also be completed and the part which is not applicable deleted.**

**A valuation period is the period of five years for which a local Non-Domestic Rating List is in force (i.e. the period between revaluations of non-domestic hereditaments), and if the ratepayer does not take up occupation of any additional properties, they will not need to apply for relief more than once in each valuation period.**

**Small Business Rate Relief can only be claimed for one property. A first application for relief in a valuation period in respect of a property should be made using Paragraph 2 (Paragraph 3 is not applicable) and all properties in England occupied by the ratepayer must be listed. Where the ratepayer starts to occupy a new property after making an application, but wishes to continue receiving relief in respect of the same property, a fresh application must be made by completing Paragraph 3 (Paragraph 2 need not be completed). It should be noted that, for any particular day, the Billing Authority will disregard the ratepayer's occupation of an additional property in England where-**

- i) Its rateable value shown in the local non-domestic rating list for that day is not more than £2,199; and**
- ii) the aggregate rateable value on that day of all the properties the ratepayer occupies in England is not more than £21,499 (where the property for which relief is sought is situated in Greater London) or £14,999 (where the property for which relief is sought is situated outside Greater London).**

**Therefore, if the ratepayer occupies more than one property, their entitlement to relief is dependant on the rateable values of the properties they occupy. Where the ratepayer occupies properties in more than one area, if the rateable value of a property outside of the area of the Billing Authority granting relief goes up, the ratepayer must notify that Billing Authority of the increase. This does not require a fresh application but must be done in writing.**

**If the ratepayer is uncertain about which Billing Authority area any properties they occupy are in, they should contact the Authority that grants the relief.**

**The application must be signed by the ratepayer 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.**