



# Bristol City Council

## Small Business Rate Relief Application



Name & Address:	Business Rate Account Number :	Date of issue :
<b>NEW APPLICATION</b> <b>Covering the non-domestic rating list period</b> <b>1 April 2006 to 31 March 2010.</b>		

### Small Business Rate Relief : First line of property address

In accordance with the Small Business Rate Relief scheme, relief may be granted to any ratepayer who occupies:

1. A single business property within England, where the rateable value (RV) is less than £15,000; or
2. A main property within England, with an RV of less than £15,000 but has other properties with RV's of less than £2,200 each and the total RV of all properties is less than £15,000. Relief will only be applied to the main property.

Relief may be granted in accordance with the following table :

RV of Property	Amount of Small Business Rate Relief
£1 to £4,999	50% relief and a lower non-domestic multiplier. See note [1] overleaf.
£5,000 to £9,999	50% relief but reducing on a sliding scale of 1% per £100 RV over £5,000 and a lower non-domestic multiplier. See note [1] overleaf.
£10,000 to £14,999	Lower non-domestic multiplier only. See note [1] overleaf.

If you think that you may be eligible to receive small business rate relief please complete this application form **as soon as possible** and return it to the address noted overleaf.

### **Please note:**

1. Applications will be accepted up to six months prior to the start of the applicable financial year and up to six months after the end of the applicable financial year.
2. If your rateable value is altered to fall within the above ranges we may also accept an application from you up to six months after the date of notification of the alteration.
3. This application form will apply for the non-domestic rating list period ending **31 March 2010**, provided there are no changes to your circumstances.
4. If, after submitting this application, there is a change in Rateable Value of any property you occupy outside of the Bristol billing authority **you must notify this office within 4 weeks of the change occurring.**
5. If, after submitting this application, you take occupation of another business premises **you must notify this office within 4 weeks of the change occurring.**
6. Relief can only be granted where the property is shown in the local non-domestic rating list on 1 April of the financial year concerned. Otherwise relief might not be granted until the 1 April of the following financial year.

Address of business property to which this application relates :		
Details of any other business properties in England owned or occupied by ratepayer		
FULL ADDRESS - (if none please state 'None')	RV	Account No.
	£	
	£	
	£	

I confirm that the properties listed above are the only rating assessments (see note [2] below) in England occupied by.....(insert name of ratepayer).

Business/Trading name if different.....

I request relief to start from..... and I authorise Bristol City Council to independently check any of the information given.

..... (SIGNATURE of the ratepayer/person authorised to sign)  
(NB. Please see note [3] below)

Mr/Mrs/Miss.....(Name in block capitals)

..... (CAPACITY of person signing, e.g. Director, Owner, Partner, etc)

..... (DATE)

**YOUR CONTACT INFORMATION**

Telephone number :	
E-mail address :	
Facsimile number :	

Please return your completed application form immediately to :

<b>Business Rates</b> <b>P.O. Box 968</b> <b>Amelia Court</b> <b>Pipe Lane</b> <b>Bristol. BS99 1ZG</b>	CONTACT DETAILS	
	E-Mail address :	Business.rates@bristol.gov.uk
	Facsimile Number :	(0117) 9755805
	Telephone Number :	(0117) 9250981

**It is a criminal offence for a ratepayer to give false information when making an application for small business rate relief.**

[1] For example : the non-domestic rating multiplier for 2006/07 is 43.3p per pound of rateable value. However, the small business non-domestic multiplier for 2006/07 is only 42.6p per pound of rateable value.

[2] No account shall be taken of any other property the ratepayer occupies in England where:-  
i. the rateable value of each such property shown in the local non-domestic rating list for that day is not more than £2,199; and  
ii. the aggregate rateable value of all the property the ratepayer occupies in England, including the property for which relief is sought, is not more than £14,999.

[3] The application must be signed by the ratepayer or a person authorised to sign on behalf of the ratepayer. Where, for example, the ratepayer is a partnership, it should be signed by a partner, if a trust by a trustee or if a body corporate by a director of that body.