

The Small Business Rate Relief Scheme (SBRR)

Important: these notes form part of the application form and should be read before signing the declaration.

Who is eligible?

This relief scheme was originally introduced on 1 April 2005 and is available to ratepayers who **occupy** one business property in England, OR one main business property and other additional business properties. Additional properties must have individual rateable values of less than £2,899 **and** the combined rateable value of all the properties is less than or equal to £19,999. (This threshold for the combined rateable value is dependent on the location of the main property).

Relief can only be claimed on one property.

The scheme is funded by a supplement on the rate bill of all those businesses not eligible for the relief. This supplement is built into the **higher** non-domestic rating multiplier.

Applications for SBRR must be made to the Council as soon as possible and in all cases within six months of the end of the valuation period to which a claim relates.

Properties outside the scheme

- ◆ Certain ratepayers receiving other mandatory reliefs like charitable relief or rural reliefs can only receive that relief and cannot receive SBRR.
- ◆ Unoccupied properties cannot receive SBRR.

What is Small Business Rate Relief?

There are two ways in which a business can benefit from this scheme. The following conditions must be satisfied on 1st April of each rate year and on every day for which relief is claimed.

- ◆ From 1st April 2017 all properties with a rateable value of less than or equal to £50,999 will have their liability automatically calculated using the smaller rate multiplier.
- ◆ Normally an eligible business with a rateable value up to and including £6,000 would get 50% rate relief on their liability. However this has been increased to 100% for a **temporary period** between 1st October 2010 and 31st March 2017. From 1st April 2017 100% relief can be applied to properties with a rateable value up to and including £11,999.
- ◆ An eligible business with a rateable value over £12,000 and up to and including £14,999 would get relief on a decreasing sliding scale.

If you wish to apply for relief, please complete the form overleaf. Alternatively these details can be given by telephone please call 01283 508417 / 508418.

You should **only** make one application to one local Council in England.

Ratepayers are required to advise the Council, in writing, of the following changes

- ◆ On taking up occupation of an additional property in any Council area in England
- ◆ If the rateable value goes **up**, in respect of any property occupied by the ratepayer

If you are awarded SBRR and your circumstances change, you may no longer fulfill the conditions for eligibility. The legislation requires that you notify the Business Rates Section in writing within 4 weeks of the change. If you cease to be eligible, relief will end on the day of the

relevant change. **All overpayments of relief for any earlier periods will be recoverable in full.**

Completing the form –

Note 1: Please enter the address for which you would like to claim relief.

Note 2: Please enter details of other business properties which you occupy and for which you pay Business Rates.

If you occupy **only** the property you are claiming for you should state “None”

Alternatively please give details of **all** of your business properties in England but **do not** include any domestic or empty properties. If you are a partner in more than one business you should give details of **all** of the business properties in which you have an interest. Please use separate sheet if required.

Note 3: Forms must be signed by the ratepayer, a director or partner of the business.

Full instalments must be paid until such time as relief has been awarded and a revised bill is issued.

<p>It is a criminal offence for a ratepayer to give false information when making an application for small business rate relief</p>
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Claim for Small Business Rate Relief

Please complete the details below and return the form to:
East Staffordshire Borough Council, Revenues Team (NDR)
PO Box 8045, BURTON UPON TRENT, DE14 9JG

Alternatively these details can be taken by telephone, call 01283 508417/ 508418

Name of Ratepayer/ Company Name
Date claimed from
Account number OR property reference (shown on your bill)
Address of property for which relief is claimed (see note 1)
Address of any other properties(see note 2)
(See note 3) I confirm that I have read the attached conditions for Small Business Rate Relief and I request that this relief is applied to the above account. Signed _____ Print Name _____ Capacity (ie director/partner etc) _____ Contact telephone number _____