

## Part A - Application for relief from national non-domestic rates under small business rate relief

Please read the guidance notes carefully before completion.

1. Financial year, or, if part only, the dates for which relief is sought:

From:

To:

2. Account number:

3. Address of the property to which this application relates:

4. Full name of applicant (names of joint ratepayers & partnerships; provide title, forenames and surname for each person)

5. Type of company (please tick)

Sole Trader

Public Limited Company

Partnership

Limited Liability Partnership

Private Limited Company

6. Trading name of the organisation:

**7. Contact name and address for correspondence:**

**Telephone number:**

**E-mail address:**

**Fax number:**

**8. Is this the only non-domestic rate account in England held by the applicant?  
(Do not include domestic property)**

**YES - Please sign the declaration**

**NO – Please provide further details below**

**Notes:** All non-domestic properties 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 non-domestic property in England where –

- its rateable value shown in the local non-domestic rating list for that day is not more than £2,899: and
- the aggregate rateable value on that day of all the non-domestic properties the ratepayer occupies in England is not more than £19,999 (where the non-domestic property for which relief is sought is situated outside Greater London)

**9. Details of any other business rates liability**

Please provide details of any other non-domestic properties in England for which you are liable for the payment of business rates. Please supply your account number, the property reference and the billing Authority (this information should be detailed on your non-domestic rates demand notices).

**Please use a separate sheet if required**

**Your application for relief cannot be assessed unless signed.  
Please read the explanatory notes carefully before signing.**

**Declaration**

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 corporate body, a director of that body, and in any 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.**

As far as I know and believe, the information I have given on this form is correct. I understand that if I knowingly give any incorrect or untrue information that I may be liable to prosecution for theft by obtaining financial advantage by deception and a possible summary conviction to a fine not exceeding level two on the standard scale.

I am aware that a condition of any award of small business rate relief I (the ratepayer) must advise the council in the following circumstances.

- Where the rateable value of any property you occupy in **another** Council area increases.
- You occupy any property, which is not mentioned, on your previous application for relief.

**Name (in block capitals)**

**Signature of ratepayer/person authorised to sign:**

***Capacity of person signing:***

**Date:**

## Further Advice on Rate Relief

Further advice or information can be obtained from the Non-Domestic Rates Section on **0845 3002839**

Please return your completed application form to: **Non-Domestic Rates Section, Vale of White Horse District Council, PO Box 161, Erith, DA8 9DR.**

## Alternative formats – standard text

'You can get our [document's name] in alternative formats, upon request. These include large print, Braille, audio cassette, computer disk and email.

Please contact the Non-Domestic Rate Service.



**0845 300 2839**



[vowh.businessrates@secure.capita.co.uk](mailto:vowh.businessrates@secure.capita.co.uk)

## **Part B - Application for relief from national non-domestic rates under small business rate relief - change of circumstances form**

You are obliged to inform the council of either any additional property that you have occupied or a change in the rateable value of a property that you have previously notified the council of.

For your entitlement to relief to continue uninterrupted, you must notify the council of any relevant change.

**1. Account number:**

**2. Account name:**

**3. Trading name of the organisation**

**4. Contact name and address for correspondence:**

**Telephone number:**

**E-mail address:**

**Fax number:**

**5. Address of the property to which this application relates:**

**6. Details of any additional property that you now occupy**

Address of the property/properties that you now occupy:

The date that you commenced occupation of the additional property/properties:

Rateable value of the additional property/properties:

**Please use a separate sheet if required**

**7. Details of increase in rateable value of an additional property/properties.**

Address of the property/properties:

New rateable value/s:

Date of increase:

**Please use a separate sheet if required**

**Your application for relief cannot be assessed unless signed.  
Please read the explanatory notes carefully before signing.**

**Declaration**

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 –

- (d) a partnership, a partner of that partnership:
- (e) a trust, a trustee of that trust:
- (f) a corporate body, a director of that body, and in any 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.**

I confirm that the information relating to the changes given in this form is accurate. I understand that if I knowingly give any incorrect or untrue information that I may be liable to prosecution for theft by obtaining financial advantage by deception and a possible summary conviction to a fine not exceeding level two on the standard scale.

**Name (in block capitals)**

**Signature of ratepayer/person authorised to sign:**

***Capacity of person signing:***

**Date:**

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