



High Peak Borough Council

0845 129 48 59

[www.highpeak.gov.uk](http://www.highpeak.gov.uk)

*Business Rates Team*

*We're here to help*

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Date:

Reference No:

Dear Sir / Madam

**National Non-Domestic Rates – Application For Small Business Relief/ Inclusion in “Buffer Zone”**

Re:

**Rateable Value:**

You may be aware that the Government introduced a new relief scheme with effect from 1 April 2005 to assist small businesses. On checking my records, it appears you may benefit from this scheme. Please read through the information given below and then if you would like to apply please complete and sign the application overleaf, then return to the above address. An application must be made no later than 30 September in the year following the chargeable financial year to which the application relates, or within 6 months of the date on which the billing authority is notified of an alteration in the rating list.

**Please note: You must complete this application form for 2006/07 even if the relief had been granted for 2005/06 as an application must be made each year.**

This relief is only available to ratepayers with either

- Only one property in England, or
- One main property and other additional properties providing each of those additional properties have rateable values less than £2,200 and the total value of all the properties remains under the appropriate threshold (i.e. £15,000). Relief is given to the larger property based on the rateable value of the larger property only. Any other properties you occupy will continue to be charged in full on the national multiplier.

The Rated property must be within the Rateable Value limits given below.

Eligible property with a rateable value of not more than £5,000 will get 50% rate relief. This will decrease on a sliding scale for properties of more than £5,000 and not more than £10,000.

Eligible property with a rateable value from more than £10,000 to 14,999 will not qualify for relief but will be eligible to apply to be in the “buffer zone” which does not have to contribute towards the costs of relief.

Eligible properties will have their bill calculated using the small business non-domestic rating multiplier. Non-eligible properties will have their bill calculated using the slightly increased non-domestic rating multiplier.

Please note, the rateable value limits quoted above relate to the rateable value held on the 2005 rating list.

Also, to qualify for the relief, an assessment must have a rateable value in the local rating list, as at the 1<sup>st</sup> April of the year of application. If the rateable value enters the rating list after the 1<sup>st</sup> April, relief may not be applied for in the tax year. However an application can be made the following tax year.

There is also no entitlement to small business rate relief at the date an assessment has been split or merged, or reconstructed after the 1<sup>st</sup> April of the year of application. However an application can be made the following year.

I confirm that the rated property to which the application relates is the only rated property\* in England occupied by  
YES/NO (delete inapplicable)  
(please amend ratepayer's name shown if incorrect)\_\_\_\_\_

Please delete as appropriate: Sole Trader/Partnership/Ltd Company

\_\_\_\_\_  
(Signature of Ratepayer/person authorised to sign)

\_\_\_\_\_  
(Capacity of person signing)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(telephone number, fax number, and e-mail address of ratepayer if applicable)

**Notes**

All rated 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 rated property in England where:

- i. The rateable value of each such rated 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 properties the ratepayer occupies in England, including the property for which relief is sought, is not more than £21,499 (where the rated property for which the relief is sought is situated in Greater London) or £14,999 (where the rated property for which relief is sought is situated outside Greater London).

Address(es) of other business premises owned within England. (Please also state reference numbers, rateable values and whether the property is empty or occupied by yourself. If you pay business rates to another council for these please enclose a copy of your bill).

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The application must be signed by the ratepayer or person authorised to sign on behalf of the ratepayer. This means, where the ratepayer is :

- i. A partnership, a partner of that partnership
  - ii. A trust a trustee of that trust
  - iii. 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 relief.**