

# SOUTH DERBYSHIRE DISTRICT COUNCIL

## Application for Small Business Rate Relief

(Please refer to explanatory notes on the reverse of this form)

Name of Occupier/business name \_\_\_\_\_

Address of the property on which the relief is sought \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Post Code \_\_\_\_\_ Business Rates Account Reference No \_\_\_\_\_

Company house number if applicable \_\_\_\_\_

Correspondence address if different from the above \_\_\_\_\_

\_\_\_\_\_

Post Code \_\_\_\_\_

E-mail address \_\_\_\_\_ Contact telephone no \_\_\_\_\_

Please list the full postal address of any other properties that you occupy in England together with the rateable value

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### Declaration (please complete all sections below)

I confirm that the hereditaments listed above are the only hereditaments in England occupied by \_\_\_\_\_ (insert name of ratepayer)

*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.*

*I/we declare that I/we have read and understood the above and below statement and that to the best of my/our knowledge and belief the information I/we have provided is true and accurate. I/we give explicit consent to the Council validating information provided in accordance with the Privacy Notice set out hereto.*

Signature of the ratepayer/person authorised to sign	Date
<b>Name and capacity</b> of person signing	

Warning - it is a criminal offence for a ratepayer to give false information or knowingly withhold any information or fail to disclose any change of circumstances for the purpose of gaining a relief, discount or exemption or other benefit and/ or advantage to which there is no entitlement

## The New Rate Relief Scheme for Small Businesses

From 01 April 2023, occupation of businesses with a rateable value of £14,999 or less on the new 2023 rating list may be able to get rate relief which will reduce their business rates. Businesses with a rateable value of between £15000 and £51000 will have their rates calculated using the Small Business Rate multiplier rather than the National Non Domestic Rates multiplier resulting in a small reduction.

To cover the cost of the relief, all businesses which **do not** qualify for it will be charged a 'small business rate supplement', which will be added to their rates bill.

Unfortunately if you are eligible for a mandatory type of relief i.e. Charity or Rural Rate Relief you are unable to claim Small Business Rate Relief

### Will I qualify for relief?

Yes, if you meet one of the descriptions below:

- You **occupy only one property in England** from which you carry out your business (that is, one 'rateable hereditament') **and** its rateable value in the 2023 rating list is £14,999 or less;  
or
- You **occupy** more than one rateable property ('hereditament') but the total rateable value for them all is less than £19,999 **and** each 'additional' property has a rateable value less than £2,899. This might apply if you have one main property plus some car parking spaces, or a separate store or workshop. You can claim relief on the main property but you will have to pay full rates for the additional properties, including the small business rate supplement.

**NB: If you are sole trader and also involved in a partnership this is classed as two businesses and therefore you will not qualify for this Relief.**

### How much relief can I get?

It depends on the rateable value of your property:

Rateable value	Amount of relief
Less than £12,000	100% of your business rates
£12,001 to £14,999	The Relief is tapered depending on your Rateable Value.
£12,001 to £50,999	You will not get relief but your rates will be calculated using the small business rates multiplier instead.

### Do I need to apply for the relief?

Yes - For Audit purposes South Derbyshire District Council will require you to fill in this application form. If you have any queries, please contact Revenues on 01283 595795 or email [ctaxnndr@southderbyshire.gov.uk](mailto:ctaxnndr@southderbyshire.gov.uk)

**Under the regulations you are required to advise the business rates office, within 4 weeks, if any of the following changes in your circumstances occur after you have submitted your application.**

- If you start to occupy a new business premises, after submitting your application either as another type of business or as part of a partnership.
- If there is a change in rateable value of any properties which you occupy which are outside of the South Derbyshire District Council area.

The form needs to be **signed** by the ratepayer, or a person authorised to sign on their behalf - that is, a partnership, a trustee of a trust, a director of a limited company, or any person properly authorised to sign on the ratepayer's behalf.

Once you have filled in the form, please email it to: [ctaxnndr@southderbyshire.gov.uk](mailto:ctaxnndr@southderbyshire.gov.uk)

## Data Protection and the information we have about you

We may use your information to:

Administer, bill, collect and recover or award any discount relief or exemption where there is an entitlement to help in connection with:

- Council Tax;
- Business Rates;
- Housing Benefit overpayment;
- Sundry Debtor

Process and accurately pay you money that you are entitled to have from us, such as:

- Housing Benefit,
- Second adult rebate for pensioners,
- Council Tax Reduction Support,
- Discretionary Payments

Investigate and prosecute Corporate Fraud; This will include sharing and asking for information about you from agencies, government departments or other public bodies and private sector companies to check information you have provided, or validate information about you that someone else has provided, with other information we hold to prevent or detect fraud or protect public funds.

### Who has access to your information?

We may share your information with:

- Other Council Directorates, departments and business partners and our elected members
- Other Councils
- Government Departments, particularly
  - HM Revenues & Customs,
  - Department for Work and Pensions
  - Home Office
  - Ministry of Housing, Communities and Local Government,
  - HM Courts and Tribunals Service, and
  - HM Prison and Probation Service.
- Other appropriate third parties
  - any judicial court, tribunal and body allowed by law such as
    - the Courts: Magistrates, County, Crown and Family
    - Tribunals: Valuation; Rent Officer; Upper and Lower
    - Police; National Asylum Support Service and Borders agency;
    - National Anti-Fraud network (NAFN) and National Fraud Initiative (NFI);
  - Other agencies and third parties appointed to help us meet our statutory and non- statutory duties to administer work accurately and efficiently; assess any contribution to means-tested payments or grants provided by the Council; contribute to intelligence gathering to assess impacts of changes to identify need; check identity and the information you have given us to make sure we are handling your data correctly, and for other purposes allowed by law; prevent fraud and the misuse of public funds. This will include
    - software providers and IT companies used for technical support;
    - contracted service providers
    - social housing landlords (for Housing Benefit claimants in social housing);
    - banks, building societies and similar financial organisations
    - external auditors;
    - enforcement agents;
    - debt advisors or other agencies supporting you including your GP or other appointed medical professional
    - your employer;
    - any relevant third parties as required to help prevent fraud.
  - Relevant individuals such as landlords, agents, appointees and other legal representatives

**For further information about how your personal information will be used please visit [www.southderbyshire.gov.uk](http://www.southderbyshire.gov.uk) where you will find a full copy of our privacy notice**