Revenues and Benefits
PO Box 4749
Shrewsbury
SY1 9GH
Tel: 0345 678 9003
business.rates@shropshire.gov.uk
www.shropshire.gov.uk

Please complete this form in *Black* ink and return to the address shown

Small Business Rate Relief

I wish to apply for small business relief in accordance with Section 61. Local Government Act, 2003 in respect of the property shown below.

1) Ratepayer's Name

2) Property Details

Contact Details

Telephone Number:

E-mail Address:

Fax Number:

Rateable Value £

(To qualify for the period prior to 1st April 2017 this should be under £12,000 and to qualify from this date onwards, this should be under £15,000.)

3) Are you the ratepayer of any other non-domestic property *in England*?

(This includes any properties you occupy in partnership with anyone else, whether as part of this business or any other)

Yes ☐ (Go to Question 4)

No ☐ (Go to Question 5)

Please tick as appropriate

4) Please list all of the other non-domestic properties you occupy

(continue on a separate sheet if necessary)

Address 1		Rateable Value £
Address 2		Rateable Value £
Address 3		Rateable Value £

Now turn over and complete page 2

5) Other Reliefs (these will be shown on your current bill)

Are you a registered charity claiming charitable relief?

Yes ☐
No ☐

Please tick as appropriate

Do you receive rural settlement relief on the property you wish to claim small business relief for?

Yes ☐
No ☐

Please tick as appropriate

6) Please enter the date you wish to claim this relief from: ☐

Declaration

I confirm that the information I have supplied is accurate to the best of my knowledge and that the properties listed above are the only ones in England occupied by the ratepayer shown overleaf.

Signed _____ Name (in block capitals)_____

Capacity in which signed _____
(e.g. ratepayer; director of company; etc)

Date _____

Warning – it is a criminal offence for a ratepayer to give false information when making an application for small business relief.

Notes

All properties occupied by the ratepayer must be listed. Shropshire Council may contact other councils to confirm whether you occupy other properties and to establish the rateable value of any property in another area.

Occupation of another property will be disregarded if

i) its rateable value is not more than £2,599 or £2,899 if after 1st April 2017; and
ii) the aggregate rateable value of all of the properties the ratepayer occupied in England is not more than £17,999 or £19,999 if after 1st April 2017.

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:

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 case, a person duly authorised to sign on behalf of the ratepayer.