**Small business rate relief**

Occupiers of properties with a rateable value under £51,000 automatically have their bill calculated using the lower Small Business Rate multiplier, unless they are entitled to another mandatory relief. The reduction is not available on empty properties.

From 1 April 2017 Small Business Rate Relief has been increased for eligible ratepayers:

* Rateable value up to £12,000 – no rates payable
* Rateable value between £12,001 & £15,000 – tapered relief between 100% and 0%

**Eligibility**

To be eligible for relief, you must occupy either:

1. One property with a rateable value under £15,000, or
2. One main property plus other additional properties, providing none of the other properties have a rateable value above £2899 and the total rateable value of all the occupied properties must be under £28,000.

If you are in receipt of relief you must notify the local authority if:

1. You take up occupation of an additional property.
2. Any of your additional properties rateable value is increased.

From 1 April 2014, ratepayers are entitled to keep an existing award of small business rate relief for 12 months where they take up occupation of an additional eligible property, which would have previously disqualified them from relief.

You must notify the business rates department within 4 weeks of any change in circumstances which could affect your entitlement. Failure to meet this requirement will end the relief and any new relief will only be awarded from the receipt of a new claim.

If you are eligible for charity relief then you will receive that relief rather than small business rate relief.

To apply for this relief please complete the small business rate relief application form.

**Small Business Rate Relief Form**

The Non-Domestic Rating (Small Business Rate Relief) (England) (Amendment) Order 2014

Please complete and sign this form and send it to: **Business Rates, London Borough of Croydon, 5th Floor Zone C, Bernard Weatherill House, 8 Mint Walk, Croydon, CR0 1EA or via email to croynndr@croydon.gov.uk**

|  |  |  |
| --- | --- | --- |
| Business rates reference number |  | |
| Name of rate payer (Title/ forename/ surname or limited company name) |  | |
| Contact address |  | |
| Phone number |  | |
| Email address |  | |
| Please give the address the relief is for |  | |
| Date you want the relief to start/ Occupation date (DD/MM/YY) |  | |
| **Please provide any other business addresses you occupy including the rateable value:** | | |
| Additional business details 1 |  | |
| Additional business details 2 |  | |
| Additional business details 3 |  | |
| **Declaration:**  **This application must be signed by the ratepayer, or where the ratepayer is a company, by an employee of that company.**  **I confirm that the information in this form is correct and the properties detailed above are the only business properties in England that I occupy.**  **If your circumstances change (where the rateable value of any property you occupy in another Council area increases or you occupy any property, which is not mentioned, on your application for relief) you must tell the Business Rates department immediately.** | | |
| Full name and position in business | |  |
| Signature of ratepayer | |  |
| Date (DD/MM/YY) | |  |
| Section 43(4D) of the Local Government Finance Act 1988 makes it a criminal offence for a ratepayer to give false information when making an application for Small Business Rate Relief.  If there is a credit due to the relief being awarded the refund will be issued directly to the rate payer and not a third party**.**  In order to protect public funds, the Council may use the information you have provided on this form to prevent and detect fraud. The Council may also share this information for the same purposes, with other organisations that handle public funds.  The information on this form will be used in accordance with the Council’s registration under the Data Protection Act 1998 | | |