



Business Rates  
 Customer & Corporate Services  
 West Offices  
 Station Rise  
 York  
 YO1 6GA  
 Tel: (01904) 551104  
 Email: [business.rates@york.gov.uk](mailto:business.rates@york.gov.uk)

## Small Business Rate Relief application form

**Please read the Guidance Notes overleaf before completing this form.**

Return the form to: **City of York Council, Business Rates, West Offices, Station Rise, York, YO1 6GA,**  
 or e-mail to [business.rates@york.gov.uk](mailto:business.rates@york.gov.uk)

**Part 1- Name and address of ratepayer (please list all responsible names for non companies)**

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**Part 2 - Property for which Small Business Rate Relief is sought**

Account reference	Property reference	Property address	Current RV	Date of occupation

**Part 3 – this may be used to notify any change in circumstances, but you must list here all separately rated non-domestic properties that you are liable for in England**

Property ref	Property address	RV	Date occupied	Date vacated

**Part 4 - Declaration**

I hereby make application for Small Business Rate Relief on the property shown in Part 2 of this form, and undertake to inform you of any change in circumstances that may affect my application.

I confirm that the properties listed on this application (in either Parts 2 or 3) are the only properties in England occupied by **(enter name of ratepayer i.e. if a company the full company name)**

.....

<p><b>Signature person authorised to sign</b></p> <p>Print name.....</p> <p>Signed: .....</p> <p>Date: .....</p>	<p>Capacity of person signing</p> <p>.....</p> <p>Contact telephone number or email address</p> <p>.....</p>
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**WARNING – it is a criminal offence for a ratepayer to give false information when making an application for small business rate relief. All subsequent changes affecting your application must be notified to us immediately**

## **Guidance Notes for Small Business Rate Relief**

In introducing Small Business Rates Relief the Government introduced two national rate multipliers, the lower multiplier being applied to the beneficiaries of the new scheme, and the higher multiplier being applied to all other businesses that will not qualify. If you occupy a property with a rateable value less than £51,000, and you are not entitled to charitable or rural relief, your bill will be calculated using the Small Business multiplier.

If you occupy a property with a rateable value less than £15,000, you may be able to apply for additional relief. In order to do this you will need to complete this application. The qualifying conditions of the scheme are as follows:

- you must occupy only one property in England, the rateable value of which is less than £15,000 (or £12,000 prior to 1 April 2017),
- or
- if you occupy more than one property in England, any additional properties you have must each have rateable values of less than £2,900 (or £2,600 prior to 1 April 2017), and the total rateable values of your properties must be less than £19,999 (£18,000 prior to 1 April 2017).
- but
- if you already qualify for any mandatory relief, eg. as a registered charity or under the rural relief scheme, you will not be eligible for relief under this scheme. Similarly, you will not be eligible for relief on properties that are unoccupied.
  - Small Business Rates Relief can only be received on the property which was occupied first, any additional properties with rateable values of less than £2,900 will not receive Small Business Rates Relief.

If Small Business Rate Relief is applied to your account, a revised bill will be sent to you as soon as possible. Until it is applied, you must make payment in accordance with the last bill issued to you. Any payments made will be taken into account if you receive the relief at a later date.

You will only need to make one application for relief whilst the current rating list is in force (up to 31<sup>st</sup> March 2023), providing your circumstances do not change.

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

- a partnership, a partner of that partnership must sign
- a trust, a trustee of that trust must sign
- a body corporate, a director of that body must sign
- any other person duly authorised to sign on behalf of the ratepayer

**You are required to notify us of the following circumstances that may affect your entitlement to relief, within four weeks starting on the day after the change occurred.**

These changes are:

- increases in rateable value of a property you occupy which is not in the City of York Council area and
- If you start to occupy any property which is not mentioned in your application for relief **a new application form is required.**

Failure to notify us within four weeks starting on the day after the date of change, will mean that you are no longer entitled to the relief. In these circumstances you will lose relief from the day after the date of change until the day on which we are notified, in accordance with the Non-Domestic Rating (Small Business Rate Relief) (England) Order 2004.

**If you need further help or advice about the Small Business Rate Relief scheme, please contact the Business Rates Section on (01904 551104) or e-mail us at [business.rates@york.gov.uk](mailto:business.rates@york.gov.uk)**