



2004-2005  
Supporting People  
2006-2007  
Waste and Recycling  
2006-2007  
Culture and Sport for  
Hard to Reach Groups

**Babergh District Council**  
Corks Lane, Hadleigh, Ipswich IP7 6SJ

**THE NON-DOMESTIC RATING (SMALL BUSINESS RATE RELIEF) (ENGLAND) ORDER 2004**

**FORM OF APPLICATION FOR PERIOD 1<sup>ST</sup> APRIL 2010 – 31<sup>ST</sup> MARCH 2015**

**1(a) Name and Address**

**Account Ref: «ActRef»**

«AName1» «AName2»  
«Address1»  
«address2»  
«address3»  
«address4»  
«address5»  
«PostCode»

The name should include any Trading name, if applicable. If the business is a partnership the names of all the partners are required. If a company is Limited or a PLC etc. please specify that. Amend the pre-printed details if necessary. – Also amend the same names overleaf.

Telephone	Fax	E-mail

**1 (b)**

The Valuation period or partial Valuation period for which relief is being sought :-  
1<sup>ST</sup> APRIL 2010 – 31<sup>ST</sup> MARCH 2015

In all questions ‘hereditament’ means business premises you occupy and pay business rates for.

**2. If the application is the first application in the valuation period in respect of a hereditament give the full details of:**

**(a) The hereditament for which small business rate relief is sought:- (This must be your premises in Babergh)**

Address:

**(b) Any other hereditament in England (excluding Domestic) the ratepayer occupies:- (This means any other premises that the ratepayer(s) at question 1(a) pay business rates for. If none – write NONE)**

Address	Council Area/Reference Number

**AS THIS IS A NEW APPLICATION FOR 2010 ONWARDS THE TWO SHADED PARTS BELOW CAN BE IGNORED.**

3. (a) If the application is being made to notify the billing authority of a change in circumstances but the hereditament for which the ratepayer is seeking relief remains unchanged state – the hereditament in England which the ratepayer has started to occupy since making their first application for the valuation period –

(b) the date on which the ratepayer started to occupy that hereditament

\$\$\$\$\$\$\$\$

**I confirm that the hereditaments listed in paragraph 2 are the only hereditaments in England occupied by [insert name of ratepayer]**

«AName1» «AName2»

(Amend any pre-printed names to the same as Paragraph 1a, if necessary)

OR

\* I confirm that the changes listed in paragraph 3 are the only changes relating to the hereditaments in England occupied by [insertname of ratepayer].....  
and the date of those changes has been accurately recorded.

**Signature of the ratepayer or person authorised to sign on behalf of the ratepayer**

\_\_\_\_\_

**Capacity of the person signing**

\_\_\_\_\_

**Date** \_\_\_\_\_

\* Delete as appropriate

**Statutory Notes as required by law**

This form may be used for a first application for small business rate relief in a valuation period in respect of a property or for a fresh application that is required because the ratepayer has taken up occupation of an additional property. Paragraph 2 must be completed for a first application in a valuation period and paragraph 3 for a fresh application. The appropriate part of the declaration must also be completed and the part which is not applicable deleted.

A valuation period is the period of five years for which a local non-domestic rating list is in force (i.e. the period between revaluations of non-domestic hereditaments) and if ratepayers do not take up occupation of any additional properties they may not need to apply for relief again. If they have made an application in respect of one valuation period and the conditions for relief which apply on the first day of a new valuation period are satisfied, their existing application in respect of the earlier valuation period will count as an application in respect of the new valuation period. In such cases, ratepayers do not need to make a fresh application in respect of the new valuation period.

Small business rate relief can only be claimed for one property. A first application for relief in a valuation period in respect of a property should be made using paragraph 2 (paragraph 3 is not applicable) and all properties in England occupied by the ratepayer must be listed. Where the ratepayer starts to occupy a new property after making an application but wishes to continue receiving relief in respect of the same property, a fresh application must be made by completing paragraph 3 (paragraph 2 need not be completed). It should be noted that, for any particular day, the billing authority will disregard the ratepayer's occupation of an additional property in England where—

- (a) its rateable value shown in the local non-domestic rating list for that day is not more than £2,599; and
- (b) the aggregate rateable value on that day of all the properties the ratepayer occupies in England is not more than £25,499 (where the property for which relief is sought is situated in Greater London) or £17,999 (where the property for which relief is sought is situated outside Greater London).

Therefore, if ratepayers occupy more than one property, their entitlement to relief depends on the rateable values of the other properties they occupy. Where ratepayers occupy properties in more than one area, if the rateable value of a property outside the area of the billing authority granting the relief goes up, they must notify that billing authority of the increase. This does not require a fresh application but must be done in writing.

5

If ratepayers are uncertain about which billing authority area any of the properties they occupy is in, they should contact the authority which grants the relief.

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.

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

**If you have any queries regarding the above, or the application form, then please contact our Revenues Team on 01473 433851 or e-mail [business.rates@ipswich.gov.uk](mailto:business.rates@ipswich.gov.uk). The application form is also available on the website at [www.babergh.gov.uk](http://www.babergh.gov.uk)**