

## Application for Small Business Rate Relief

**Please refer to the accompanying guidance notes for help in completing this form**

### SECTION 1. ADDRESS OF THE HEREDITAMENT FOR WHICH RELIEF IS SOUGHT:

Full Address of property :	Account reference number:	
	Rateable Value	Period for which relief is sought

### SECTION 2. OTHER PREMISES YOU OCCUPY

Please give details of any other hereditaments within England that the ratepayer occupies:

Other Business Addresses	Account Reference Number	Rateable Value

Please use additional paper if required

**I confirm that the hereditament(s) listed above are the only hereditaments in England occupied by:**

**Print Name of**

**Ratepayer:**.....

**Signature of Ratepayer :** .....

### SECTION 3. NOTIFICATION OF A CHANGE OF CIRCUMSTANCES

This section **should only** be completed, if you are notifying the council of any new properties you have occupied since the original application for relief in the valuation period.

Other Business Addresses	Account Reference Number	Date Property Occupied

**Print Name of Ratepayer:** .....

**Signature of Ratepayer:** .....

**I confirm that the changes listed above are the only changes relating to the hereditaments in England occupied by:**

**Print Name of Ratepayer:** .....

**SECTION 4. CONTACT DETAILS – TO BE COMPLETED IN ALL CASES**

**This section should be completed with your full contact details .**

Home address: .....  
.....  
.....  
.....Post Code.....

Business/Home Telephone number: .....

Mobile Telephone number: .....

Email address: .....

**SECTION 5. DECLARATION – TO BE COMPLETED IN ALL CASES**

**I confirm that the hereditaments listed above are the only hereditaments in England occupied by:**

**Signature of the ratepayer**  **Date**

**Capacity of person signing  
(e.g. Owner/Partner etc)**

**Name of Ratepayer and Business  
(block capitals)**

**The application must be signed by the ratepayer or a person authorised to sign on behalf of the ratepayer.**  
This means, where a 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.**

**Please return the completed application form to: -**

Northumberland County Council,  
Finance Department  
Wansbeck Square  
Ashington  
Northumberland  
NE63 9XL