



Northumberland

County Council

Small Business Rate Relief Application

Please complete all sections below and on reverse of application

Full property address for which relief is requested	Account reference number	
	Rateable Value	Period for which relief is sought

Please complete all applicable sections below – please use a separate sheet if required				
Liable party type: <i>(tick as applicable)</i>	<input type="checkbox"/> Sole trader	<input type="checkbox"/> Partnership	<input type="checkbox"/> Limited Company/LLP	<input type="checkbox"/> Trust
Liable party name:			Company/LLP number:	
If a partnership, please list all partner details below:				
Full name	Home address		Date of joining	

Are there any other hereditaments (business properties) occupied: If YES, please detail all properties below	YES / NO (delete as applicable)	
Other Business Addresses	Account Reference	Rateable Value

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

You must advise the council if you occupy additional business premises following the submission of this application.

Application continues on reverse



CONTACT DETAILS		
Home address	Address Line 1	
	Address Line 2	
	Town	
	County	
	Postcode	
Telephone number – Home:		
Telephone number – Business:		
Mobile telephone number:		
Email address:		

Persons who can sign this application

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) **sole trader**
- (b) partnership, a **partner** of that partnership
- (c) trust, a **trustee** of that trust
- (d) company, a **director** of that company, and in any other case, a person duly authorised to sign on behalf of the company.

Forms signed by agents on behalf of ratepayers cannot be accepted.

Warning - It is a criminal offence for a ratepayer to give false information when making an application for Small Business Rate Relief.

DECLARATION – TO BE COMPLETE IN ALL CASES			
I confirm that the hereditaments listed above are the only hereditaments in England occupied by:			
Print name:		Signature:	
Capacity of signee:		Date:	

APPLICATIONS MUST BE SIGNED.

Please return the complete application using the details provided below.

For email submissions, please ensure the application form is clearly scanned/photographed.

- Email to Businessrates@northumberland.gov.uk
- Post to Business Rates, County Hall, Morpeth, Northumberland, NE61 2EF
- Hand in at a council Information Centre



Business Rates, Revenues Section
 County Hall, Morpeth, Northumberland, NE61 2EF
 T: 01670 624885 E: businessrates@northumberland.gov.uk
www.northumberland.gov.uk



Small Business Rate Relief Information and Guidance

Eligibility

To qualify for small business rate relief with effect from 1 April 2017 your property must at that time:

- have a rateable value below £15,000.
- be occupied.
- be the only property the ratepayer occupies OR
- any other properties occupied have rateable values of less than £2,900 and all occupied properties have combined rateable values not exceeding £19,999.

To qualify for small business rate relief for the period to 31 March 2017 your property must at that time:

- have a rateable value below £12,000.
- be occupied.
- be the only property the ratepayer occupies OR
- any other properties occupied have rateable values of less than £2,600 and all occupied properties have combined rateable values not exceeding £17,999.

Please note that if you occupy more than one business and meet the eligibility criteria above, small business rate relief will only be granted in respect of **ONE** property. This will be the **MAIN** property i.e. with the highest rateable value.

If you are eligible to receive Mandatory Relief as a charity, community amateur sports club or a rural business, you will not be eligible to apply for Small Business Rate Relief.

Level of Relief from 1 April 2017

From 1 April 2017, the thresholds for relief have been increased following the 2017 Revaluation.

- For those with a rateable value of £12,000 or less, relief will be awarded at 100%.
- For those with a rateable value between £12,001 and £14,999, relief will be awarded on a sliding scale from between 100% and 0%.
- If the rateable value is between £15,000 and £50,999, no relief can be awarded; however as with all properties with a rateable value of £50,999 or less, the small business multiplier is used to calculate the charge.

Level of Relief 1 October 2010 to 31 March 2017

From 1 October 2010, the level of full relief doubled to 100%.

- For those with a rateable value of £6,000 or less, relief will be awarded at 100%.
- For those with a rateable value between £6,001 and £11,999 relief will be awarded on a sliding scale from between 100% and 0%.
- If the rateable value is between £12,000 and £17,999, no relief can be awarded; however as with all properties with a rateable value of £17,999 or less, the small business multiplier is used to calculate the charge.

Additional Support for Expanding Businesses

Additional support is available to small businesses that take on an additional property from 14 February 2014. This support will allow the ratepayer to continue to receive relief on their existing premises for a period of 12 months from the date the additional property is taken on.



Applying for the Relief

Application forms can be found on the Northumberland County Council website: www.northumberland.gov.uk
Please contact us if a paper application is required.

The declaration must be signed by an authorised person. This means, where a ratepayer is a

- (a) sole trader.
- (b) partnership, a partner of that partnership.
- (c) trust, a trustee of that trust.
- (d) body corporate, a director of that body, and in any other case, a person duly authorised to sign on behalf of the ratepayer.

Applications cannot be accepted if signed by rating agents or other representatives.

Backdated applications must be received within 6 months of the end of a valuation period.

Applications can be submitted by:

Post: Business Rates Section, County Hall, Morpeth, Northumberland, NE61 2EF
Email: Businessrates@northumberland.gov.uk (clear scan or photograph accepted)
In person: Handed in at a council Information Centre.

Changes in circumstances

Should your circumstances change after you have submitted your initial application, you must advise the council immediately.

You are obliged to notify the council if any of the following occurs:

- Changes to the occupier.
- Occupation of another business property anywhere in England.
- An increase in rateable value of a property that you occupy elsewhere in England.
- A new partner joining or an existing partner leaving a partnership.

The Business Rates section must be advised of these changes within 4 weeks from the date of the change.

If you do not notify us of a relevant change in your circumstances then you may no longer be entitled to the relief. If you notify us after the 4 week period, you may lose relief from the day after the date of change until the day on which you notified us.

If the change of circumstances is such that you will no longer be eligible for the relief, your relief will be ended from the date of change.

Contact Us

If you require any further information or need to inform us of any other change of circumstances, please contact us by:

- Visiting the council website at <http://www.northumberland.gov.uk>.
- Email to Businessrates@northumberland.gov.uk.
- Telephoning the Business Rates Team on 01670 624885.
- Writing to Business Rates, County Hall, Morpeth, Northumberland, NE61 2EF.
- Visiting any of the council Information Centres.



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