



Hertsmere
Borough
Council

Revenues Department
Civic Offices
Elstree Way,
Borehamwood
Herts
WD6 1WA
Tel: (020) 8207 7409
E-mail: revenues@hertsmere.gov.uk

REVENUES

Dear Sir or Madam,

Application form for Small Business Rate Relief from 1 April 2018

The Small Business Rate Relief Scheme provides a maximum of 100% mandatory rate relief for properties with a rateable value up to £12,000, with relief declining on a sliding scale until – at a rateable value of £15,000 – there is no entitlement to relief.

Relief is only available to:

- Businesses occupying one property in England, with a rateable value less than £15,000, or
- Businesses with one main property and other additional properties in England, providing the additional properties have individual rateable values below £2,900 and the combined rateable value of all the properties is below £20,000, as shown in the local non-domestic rating list for that day. In such cases relief will only be applied on your main property (i.e. the property with the highest rateable value).
- Businesses which are not already in receipt of Charitable, Community Amateur Sports Club, Discretionary or Rural Rate Relief.

In addition to this relief on liability, eligible businesses with rateable values of between £18,000 & £51,000 have their liability calculated using the current **small business multiplier**.

Complete the form overleaf and return it to the Business Rates Team at the address provided. Applications will normally only be accepted during the current financial year, and up to six months after it has ended.

Please note that notification of your entitlement will be shown either on your annual bill in March, or on an adjustment bill during the year if your application is processed after that time.

Do not hesitate to contact the Business Rates Team on **020 8207 7409** if you have any further queries. Alternatively, visit the official government website www.mybusinessrates.gov.uk for more information.

Yours faithfully,

**Business Rates Team
Hertsmere Borough Council**

SMALL BUSINESS RATE RELIEF DECLARATION FROM 1 APRIL 2018
Article 4 of the Non-Domestic Rating (Small Business Rate Relief) (England) Order 2004

Your NNDR account number:

Please amend the details below if they are incorrect.

1. This application is being made by:

2. Address of the property in respect of which the application is being made:

3. I confirm that the property stated above is the only non-domestic property in England occupied by me:

Yes If yes please sign the declaration below.

No If no please proceed to No. 4.
4. Please confirm the addresses and rateable values of other businesses you occupy in England. Calculation of your Business rates using the current year Small Business Rates Multiplier will only be awarded on your **main** property as long as the other properties have rateable values below £2,900 and the combined rateable value of all the properties is below £20,000.

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Signature of the Ratepayer Date

Please print your name

Where an application is made at any time up to 30th September 2017 in respect of the 2010-2017 valuation period it will be possible to backdate SBRR (if the conditions are met during the relevant period) to the first day of that valuation period i.e. April 2010. This application must be signed by the ratepayer making the application and returned to:

Business Rates, Hertsmere Borough Council, Civic Offices,
Elstree Way, Borehamwood, Herts, WD6 1WA

Section 43(D) of the Local Government Finance Act 1988 (as amended) makes it a criminal offence for a ratepayer to give false information when making an application for Small Business Rate Relief.