



Our Ref: «ActRef»

Your ref:

Ask for: Revenues Section

Direct Dial No: **01376 557722**

Ext: 2755

Date: «SystemDate»

Financial Services

Causeway House Braintree

Essex CM7 9HB

www.braintree.gov.uk

We welcome calls from Typetalk

E Mail: busrates@braintree.gov.uk

«AATitle» «AAForenames» «AASurname»

«AA2Title» «AA2Forenames» «AA2Surname»

«Address1»

«address2»

«address3»

«address4»

«address5»

«PostCode»

Dear Sir, Madam,

Re: Small Business Rate Relief

Small Business Rate Relief can only be claimed for one property. All properties in England occupied by the ratepayer must be listed. Braintree Council will disregard the ratepayer's occupation of an additional property in England where –

- It's rateable value (RV) shown in the local non-domestic rating list for that day is not more than £2,599; and
- The aggregate rateable value on that day of all the properties the ratepayer occupies in England is not more than £18,000.

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

This 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 partnership, a partner of that partnership
- A trust, a trustee of that trust
- A body corporate, a director of that body, and in any other case, a person duly authorised to sign on behalf of the ratepayer.

You will not qualify for Small Business Rate Relief if you receive some other types of relief, such as

- Mandatory relief (for example charitable rate relief or Rural Rate Relief).
- Unoccupied properties (which are eligible for empty rate relief).

WARNING – It is a criminal offence for a ratepayer to give false information when applying for small business rate relief

Yours faithfully

«UserName»

Revenue Officer

NDSBRR



Ratepayer's name and address
 «AATitle» «AAFornames» «AASurname»
 «AA2Title» «AA2Forenames» «AA2Surname»
 «Address1»
 «address2»
 «address3», «PostCode»

Rateable property address
 «PropAdd1»
 «PropAdd2»
 «PropAdd3»
 «PropAdd4»
 «ActRef»

Account reference number
 (from your bill)

I am claiming relief from (enter date) ____/____/____

Do you occupy any other property in England either as a sole trader/partnership/limited company? (Please tick)	Yes		No	
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If **YES**, please detail below any other business premises you or your company/organisation are liable for in England.
 (Please continue on a separate sheet if necessary.)

Property address	Payment reference number	Rateable value

Applicants signature	Date
Applicants name	Official position

Please note the ratepayer must sign the application. Where, for example, the ratepayer is a company or partnership, it should be signed only by a director of that company or one of the partners, and the person signing should state his or her capacity (official position). Forms signed by any other person will be rejected. If you are the company secretary and director of a limited company, this is acceptable.

Please provide a contact telephone number/ email address in the event of a query _____

Declaration. Before signing and returning this form, please read all the information, and ensure that the following declaration statements have been read and agreed.
 I/we declare the information given on this form is correct and complete.
 I/we authorise Braintree Council to make any necessary enquiries to verify the information on this form, within the terms of The Data Protection Act 1998.
 I/we will declare any change that may affect entitlement to this relief will be notified to the council.
 I/we confirm the property to which the application relates is the only one occupied by us/me in England.
 I realise it is a criminal offence for a ratepayer to give false information when making an application for Small Business Rate Relief and may result in criminal prosecution.