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### **Application for Small Business Rate Relief**

Small Business Rate Relief is available to ratepayers who **occupy**:

- One property with a rateable value less than 15,000 rateable value or
- One main property and other additional properties, as long as the other properties have rateable values of not in excess of 2,899. The total value of all properties must be under 20,000 rateable value.

The conditions for the second property are either:

1. a) The ratepayers occupation of second property started on a date after their occupation of the first property  
b) on the chargeable day concerned the ratepayer has occupied second property for not more than 12 months  
OR
2. a) The rateable value of second property is not more than 2,899.  
b) the combined rateable value of all properties occupied by the ratepayer must not exceed 20,000 rateable value.

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

Revenue Officer

Providing a ratepayer qualifies for SBRR, reductions are governed as follows:

**Rateable values between £1 - £12,000**

Business rates will be calculated using the small business rate multiplier and receive 100% relief on the amount payable.

**Rateable values between £12,001 - £15,000**

Business rates will be calculated using the small business rate multiplier and relief will decrease from 100% to 0% on a sliding scale of approximately 2% for every £120 of rateable value. The single occupancy criterion still applies for this range of rateable values.

**Rateable values between £15,001 - £50,999**

Business rates will be calculated using the small business rate multiplier on every qualifying property automatically. You only need to complete an application form if your Rateable Value is below 15,000.

**The Small Business Rate Multiplier**

The full standard NNDR multiplier is 49.3p for the 2018/19 financial year.

The full standard NNDR multiplier is 50.4p for the 2019/20 financial year.

**NDSBRR**

Ratepayer's name and address
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Rateable property address
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**Account reference number**  
(from your bill)

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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	<input type="checkbox"/>	No	<input type="checkbox"/>
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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

<b>Applicants signature</b>	<b>Date</b>
<b>Applicants name</b>	<b>Official position</b>

**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.

Please return his form to **Revenues Section, Causeway House, Bocking End, Braintree Essex CM7 9HB.**