**Application for Small Business Rates Relief (SBRR) for 2017 rating list**

The form can be returned to **Freepost RTJY-BGGZ-EKZK, Rushcliffe Borough Council, Rushcliffe Arena, Rugby Road, West Bridgford, Nottingham, NG2 7YG**.

This form can also be returned by email to the following address revenues@rushcliffe.gov.uk.

Please note that you may only be awarded SBBR on your main property and applications for relief prior to 01 April 2017 should be made by contacting the Council as the qualifying criteria are different.

Please read the following notes and use the form overleaf to apply if you think that you might qualify,

SBRR cannot be applied where the property is unoccupied or you are entitled to charity or rural rate relief. The qualifying criteria for charity and rural rate relief can be found at our website by clicking on the following link [reductions](https://www.rushcliffe.gov.uk/business/rulesandregulations/businessrates/businessratesreductions/).

 **Eligibility criteria if occupying only one property**

If you only occupy one National Non Domestic Rates (NNDR) property with a rateable value below £12,000 you will be entitled to 100%.

If you only occupy one National Non Domestic Rates (NNDR) property with a rateable value between £12,000 and £15,000 will be entitled to relief on a decreasing sliding scale reducing to £0 for properties with a rateable value over £15,000.

If you meet the above criteria complete sections 1 and 3 of the form overleaf.

**Eligibility criteria if occupying more than one property**

Relief is available to ratepayers where you meet all the following criteria:

* You occupy one main property with a rateable value below £15,000,
* you do not occupy an additional property where the rateable value exceeds £2,899,
* you do not occupy additional properties where their combined rateable value exceeds £19,999

Or

* You have occupied an additional property after the date of occupation of your main property and the additional property has not been occupied for over 12 months.

If eligible then you can get 100% relief for your main property if the rateable value is below £12,000 with it reducing on a sliding scale to £0 for properties with a rateable value between £12,000 and £15,000.

**Section 1**

**What is your billing number?**

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| --- |
|   |

**The address of the property for which SBRR is being sought**:

|  |  |
| --- | --- |
| **Property application relates to** | **Rateable Value** |
|     |   |

**Date relief claimed from**

|  |
| --- |
|   |

**Section 2**

**Please give below the full address(es) and rateable value(s) of any other business premises you occupy within England:**

|  |  |
| --- | --- |
| **Additional NNDR addresses occupied by applicant** | **Rateable Value** |
|  |   |
|  |   |
|  |   |
|  |   |

**Section 3**

**Declaration**

**Please note:** Please note that the ratepayer is all the occupiers and in the case of limited companies the name of the ratepayer is the limited company name.

I confirm that the ratepayer/s are only in occupation of the NNDR properties listed above:

|  |  |
| --- | --- |
| Name of ratepayer/s (if more than one each must be listed). |   |
| Company number, (if applicable). |   |
| Name of person completing form. |   |
| Capacity of person completing form. |   |
| Telephone number. |   |
| Email address. |   |

If you satisfy these criteria but your circumstances subsequently change, you must notify us immediately in writing. Failure to notify us of such changes within 4 weeks will lead to a loss of relief.

This includes if you vacate/terminated your interest in a property even when you receive 100% relief, failure to do so will result in you still being held on our records as the liable party.