

Rushcliffe Borough Council, Rushcliffe Arena,  
Rugby Road, West Bridgford, Nottingham, NG2 7YG  
Telephone 0115 981 9911 extension 706.

If you wish to discuss this matter with us in person  
please contact The Rushcliffe Community Contact Centre,  
Rectory Road, West Bridgford



## **National Non-Domestic Rates (NNDR)**

Small Business Rate Relief (SBRR) was introduced by the Government from 1<sup>st</sup> April 2005 to help small businesses with the National Non-Domestic Rates (NNDR).

If you satisfy the criteria set out below, you may be entitled to a reduction of up to 100% in the amount of rates you pay from 01 April 2017. Please note that an application form is not required to receive the relief however the Council uses the data on the form to assess your entitlement to relief. Application 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 if you think that you might qualify, please use the form below to apply.

### **1 - Eligibility Criteria**

Relief is only available to ratepayers with:

- only **one** property in England, or
- one main property and other additional properties providing they have rateable values which are not more than £2,899 and the total value of all the properties remains under the threshold of not more than £19,999, or
- one main property and other additional properties where the additional property has not been occupied prior to the main property and has not been occupied for a period exceeding 12 months.

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. Please note that if you are a charity or in a rural area you should contact the council to ensure you should not be awarded a different type of relief.

### **2 - Thresholds**

- Eligible properties with a rateable value (RV) of up to £12,000 will be entitled to 100% relief.
- The 100% relief will decrease on a sliding scale reducing to £0 for assessments with a rateable value not more than £15,000

### **3 - Interaction with other reliefs**

Certain properties may be eligible for other types of relief. Under section 61(4) of the Local Government Act 2003:-

- If a property is eligible for charitable relief and small business rates relief, it shall receive charitable relief;
- If a property is eligible for rural rate relief and small business rates relief, it shall receive rural rate relief;
- If a property is eligible for all three reliefs it shall receive charitable relief.

## Application for Small Business Rate Relief

**Please note that you may only be awarded small business rate relief on your main property.**

**Details of the property for which small business rate relief is being sought:**

Full Address \_\_\_\_\_  
\_\_\_\_\_

Billing number \_\_\_\_\_

Effective Date of Entitlement (please note SBRR cannot be awarded for unoccupied periods and you should check the qualifying criteria applies before completing the date)

\_\_\_\_\_

**Please also give below the full address(es) and rateable value(s) of any other business premises occupied within England \***

<i>Address</i>	<i>Rateable Value (£)</i>
_____	_____
_____	_____
_____	_____

\* No account shall be taken of any hereditament (rateable property) the ratepayer occupies in England where –

- i. the rateable value of each such hereditament shown in the local non-domestic rating list for that day is not more than £2,899: and
- ii. the aggregate rateable value of all the hereditaments the ratepayer occupies in England, including the hereditament for which relief is sought, is not more than or £19,999
- iii. the ratepayer's occupation of the additional hereditament started on a date after that ratepayer started to occupy the main hereditament
- iv. on the chargeable day concerned, the ratepayer has occupied the additional hereditament for a period not exceeding 12 months

### **Declaration**

**Please note:** The application must be signed by the ratepayer. Where, for example, the ratepayer is a company or partnership, it should be signed by a director of that company or one of the partners and the person signing should state his/her capacity. Please note that in the case of limited companies the name of the ratepayer is the limited company name.

I confirm that the hereditaments listed above are the only hereditaments in England occupied by;

\_\_\_\_\_ (name of ratepayer, company name where Ltd)

\_\_\_\_\_ (signature of ratepayer)

\_\_\_\_\_ (capacity of person signing) \_\_\_\_\_ (Date)

\_\_\_\_\_ (telephone no.) \_\_\_\_\_ (e-mail address)

**Warning – It is a criminal offence for a ratepayer to give false information when making an application for small business rate relief.**