

Application for Small Business Rate Relief

Please read the Guidance Notes below before completing this form.

Complete all information on this form and return to Tameside Council Business Rates Service by email: businessrates@tameside.gov.uk or alternatively return by post to Tameside Council Offices, PO Box 304, Ashton under Lyne, Tameside. OL6 0GA.

Part 1- Full name and correspondence address of ratepayer (please list all responsible names for non-companies including trading as business name). If you are a limited company this would be the name of the company.

Part 2 - Property for which Small Business Rate Relief is sought.

You can check the rateable value of your property by clicking on this link:

[Find a property - Valuation Office Agency - GOV.UK \(tax.service.gov.uk\)](http://tax.service.gov.uk)

Account Reference	Property address including post code	Current rateable value	Date of occupation	Date you wish to claim the relief from

Part 2 a – What is the property currently being used for?

Part 3 – this may be used to notify any change in circumstances, but you must list here all separately rated non-domestic properties that you are liable for in England. Include those you jointly occupy.

Property Reference	Property address including post Code	Name of Council	Rateable Value	Date occupied	Date vacated

Please continue on a separate sheet if necessary.

Part 4 – Declaration.

I declare the information that I have given is correct and complete to the best of my knowledge. I understand that the council may make enquiries to verify the information I have given. If I give information which is incorrect or incomplete, you may take action against me, which may include court action. I will notify you immediately if circumstances change which will affect my application or entitlement to Small Business Rates Relief.

<p>I confirm that the properties listed on this application (in part 2 and/or part 3) are the only Properties in England occupied by (enter name of ratepayer)</p> <p>.....</p>	
<p>Name of the person completing this form:</p> <p>Print name:</p> <p>Signed:</p> <p>Date:</p>	<p>Position in business:</p> <p>.....</p> <p>Contact telephone number:</p> <p>.....</p> <p>Email address:</p> <p>.....</p>

WARNING – It is a criminal offence for a ratepayer to give false information when making an application for small business rate relief. All subsequent changes affecting your application must be notified to us immediately.

Data Protection Agreement

In this form, we may ask you for some personal information (such as name and address etc.) in order to fulfil your request for information or services. This information will be held securely and will be used to provide you with the service you have requested.

Any processing will be performed in line with the requirements of the Data Protection Act 2018 and the General Data Protection Regulation.

Tameside Council is the Data Controller for the information you give us. Further details about how we process personal data can be found in our privacy notice, link provided below;

[Tameside Metropolitan Borough Council Data Protection Privacy Notice](#)

I consent to the Council capturing and storing the personal details in this form for providing the service requested. I understand that I can request for my detail to be removed from your records. The information you provide on this form may be shared with other Government Departments for the prevention and detection of fraud.

Guidance Notes for Small Business Rate Relief

These notes provide information about the relief scheme for small businesses.

You can get small business rate relief if:

- your property's rateable value is less than £15,000
- your business only uses one property - you may still be able to get relief if you use more

You will not pay business rates on a property with a rateable value of £12,000 or less.

For properties with a rateable value of £12,001 to £15,000, the rate of relief will go down gradually from 100% to 0%.

Example

If your rateable value is £13,500, you'll get 50% off your bill. If your rateable value is £14,000, you will get 33% off.

If you use more than one property

When you get a second property, you will keep getting any existing relief on your main property for 12 months.

You can still get small business rate relief on your main property after this if both the following apply:

- none of your other properties have a rateable value above £2,899
- the total rateable value of all your properties is less than £20,000 (£28,000 in London)

You are a small business but do not qualify for small business rate relief

If your property in England has a rateable value below £51,000, your bill will be calculated using the small business multiplier, which is lower than the standard one. This is the case even if you do not get small business rate relief.

The small business multiplier is 0.499p and the standard multiplier is 0.512p (figures are for 2021/2022).

If you already qualify for any mandatory relief, e.g. as a registered charity or under the rural relief scheme, you will not be eligible for relief under this scheme. Similarly, you will not be eligible for relief on properties that are unoccupied.

If you qualify for Small Business Rate Relief, a revised bill will be sent to you as soon as possible. In the meantime you must make payment in accordance with your current bill, and any payments made will be taken into account in the recalculation of your bill.

You will only need to make one application for relief whilst the current rating list is in force (up to 31st March 2022), providing certain circumstances do not change.

The ratepayer, or a person authorised to sign on behalf of the ratepayer, must sign the application. This means where the ratepayer is:

- A partnership, a partner of that partnership must sign
- A trust, a trustee of that trust must sign
- A body corporate, a director of that body must sign
- Any other person duly authorised to sign on behalf of the ratepayer.

You are required to notify us of the following circumstances that may affect your entitlement to relief, within four weeks starting on the day after the change occurred.

These changes include:

- Increases in rateable value of a property you occupy which is not within the Tameside area – **notification must be in writing.**
- If you start to occupy any property which is not mentioned in your application for relief – **a new application form is required.**

If your business ceases to trade or you move out of the business premises – **notification must be in writing.**

Failure to notify us within four weeks starting on the day after the date of change, will mean that you are no longer entitled to the relief. In these circumstances you will lose relief from the day after the date of change until the day on which we are notified, in accordance with the Non-Domestic Rating (Small Business Rate Relief) (England) Order 2004.

If you need further help or advice about the Small Business Rate Relief scheme, please contact the Business Rates Service by email at businessrates@tameside.gov.uk or by telephone on 0161 342 2233.