



ADUR & WORTHING
COUNCILS

Revenues & Benefits

Adur & Worthing Councils
Town Hall, Chapel Road,
Worthing, West Sussex,
BN11 1HA
www.adur-worthing.gov.uk

Dear Ratepayer

Small Business Rate Relief

This form should be used to apply for Small Business Rate Relief in a valuation period in respect of a property or for a fresh application that is required because the ratepayer has taken up occupation of an additional property. The appropriate part of the declaration must also be completed.

A valuation period is the period of three years for which a local non-domestic rating list is in force (i.e. the period between revaluations of non-domestic properties) and if the ratepayer does not take up occupation of any additional properties they will not need to apply for relief more than once in each valuation period.

Small Business Rate Relief can only be claimed for one property and all properties in England occupied by the ratepayer must be listed in this application. Where the ratepayer starts to occupy a new property after making an application but wishes to continue receiving relief in respect of the same property, a fresh application must be made. It should be noted that, for any particular day, the billing authority will disregard the ratepayer's occupation of an additional property in England where:

- (a) Its rateable value shown in the local non-domestic rating list for that day is not more than £2,899; and
- (b) The aggregate rateable value on that day of all the properties the ratepayer occupies in England is not more £19,999 (where the property for which relief is sought is situated outside Greater London)

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 notify that billing authority of the increase. This does not require a fresh application but must be done in writing.

If the ratepayer is uncertain about which billing authority area any of the properties they occupy is in, they should contact the authority which grants the relief.

The 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) A partnership, a partner of that partnership
- (b) A trust, a trustee of that trust
- (c) A body corporate, a director of that body, and
- (d) In any other case, a person duly authorised to sign on behalf of the ratepayer.

I hope that this letter clarifies the situation but if you have any queries please contact the Customer Service team on 01903 221061.

Yours sincerely

Sue Large
Revenues & Benefits Operations Manager



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Please complete all the sections below so that we can consider your application

Full address of the property for which
Small Business Rate Relief is being
sought:

Type of Business:

Account number:

Name of Ratepayer(s)
(as shown on your bill):

Contact address (if different) and
phone number:

Email address:

Date from which you want to claim
Small Business rates relief:

Date the property was occupied (or
the date that stock was put into the
property):

Please give the full address(es) of any
other Non-Domestic property that
you occupy in England

*If you become liable for any other properties, or the Rateable Value changes for any of the
properties, you must advise the Council within four weeks of the change taking place.*

I confirm that the properties listed
above are the only Non-Domestic
properties in England which I currently
occupy (insert name of ratepayer):

DECLARATION

I declare that I have read and understand the **Conditions of Relief** and that the information given on the form is complete and accurate to the best of my knowledge. I will notify the Council of any changes within four weeks of those changes occurring.

(Warning: It is a criminal offence for a ratepayer to give false information when making an application for Small Business Rates Relief)

Signature of ratepayer or
authorised person:

Capacity of person signing
(please complete in block capitals):

Date:

Please note that *the authorised person* means the ratepayer, partner of a partnership, trustee of a trust, director of a corporate body, or in any other case a person duly authorised to sign on behalf of the ratepayer.

Adur & Worthing Councils are the data controllers for the purposes of applicable data protection Legislation in relation to administering Business Rates. Full details about how any personal data (that's held within your Business Rates account) is used are available at www.adur-worthing.gov.uk/business-rates/privacy-notice.