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| Shared Service Centre | Revenues  Business Rates, P O Box 55280, London, N22 9EN    **www.haringey.gov.uk**  **Assistant Director of Shared Service Centre:** Mark Rudd | BS1995_Haringey_TapeType_485C_PMS.eps |

**Business Rates 2017/2018 -** **Application for Small Business Rate Relief**

Please read the following notes before completing this application. Completed forms should be returned to:

**Business Rates (Haringey), PO Box 55280, London N22 9EN**.

The scheme to provide rate relief for small businesses is specifically targeted at businesses that occupy only one property.

* The scheme is based on the rateable value of your premises and if your rateable value is below £12,001, we may be able to reduce your rates bill by 100%, including any transitional relief or surcharge.
* If the rateable value of your premises is between £12,001 and £14,999, relief will decrease on a sliding scale by approximately 1% for every £120 of rateable value up to £14,999.
* If the rateable value of your premises is between £15,000 and £50,999 you will not be entitled to any relief but may be entitled to pay at a lower rate as you may not have to pay the supplement added to the business rate multiplier of the businesses which do not qualify for the small business rate relief.
* The scheme is only available to ratepayers who occupy either one property, or one main property and other additional properties, providing each of the additional properties have rateable values below £2,900 and the total amount of all the rateable values is less than £28,999. In this instance, any reduction you receive will only apply to the main property.

**You must remember to tell us if your circumstances change in case your entitlement needs to end.**

If you are unsure of your entitlement, or would like more information on the Small Business Rate Relief Scheme, please contact the Business Rate Team using the details at the top of this letter.

Alternatively, you may wish to visit <https://www.gov.uk/apply-for-business-rate-relief/small-business-rate-relief>, where you will be able to view a full summary of the scheme.

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| Shared Service Centre | Revenues  Business Rates, P O Box 55280, London, N22 9EN    **www.haringey.gov.uk**  **Assistant Director of Shared Service Centre:** Mark Rudd |  |

APPLICATION FOR SMALL BUSINESS RATE RELIEF 2017/18

|  |  |
| --- | --- |
| Customer reference number: |  |
| Name of ratepayer: |  |
| Address: |  |
| Rateable Value £ |  |

Please provide details of any other business rates assessments that you are responsible for – even if they are not in Haringey. Please write **none** if there are no others. Remember, if you become responsible for another property in the future or the rateable value of a property you have shown below increases, you must notify us in writing within 28 days of the change as a new application will be required.

|  |  |  |
| --- | --- | --- |
| Address | Rateable Value | Local Authority |

**DECLARATION WHICH MUST BE SIGNED** (If this declaration is not signed you will not receive any small business rate relief.)

**I declare that the contents of this document are true to the best of my knowledge. I understand that if I knowingly give false information that I may be liable for prosecution and/or subject to a fine.**

**I confirm that this is the only property in England that I have made an application for small business rate relief.**

**Signature of Ratepayer \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**(or person authorised to sign)**

**Print Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Your position within organisation \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Correspondence Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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**Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Telephone Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**