

Business Rates
Riverbank House
Bideford
EX39 2QG



Telephone 01237 428700
Email: business.rates@torridge.gov.uk
Web: www.torridge.gov.uk/businessrates
Telephone hours:
08.45 to 17.00 Monday to Thursday
08.45 to 16.45 Friday

Application for Small Business Rate Relief

Article 4 of the Non-Domestic Rating (Small Business Rate Relief)(Amendment) (England) Order 2006

To apply for Small Business Rate Relief please complete the form ensuring that you have entered information regarding any additional non-domestic properties that you occupy, and return by post or email to the address shown above.

Outline of the Scheme

Ratepayers whose sole or main property is shown in the rating list with a rateable value of not more than £12,000 will be eligible for 100% relief.

For properties with a rateable value between £12,001 and £15,000 the relief will be a tapered percentage between 100% and 0%.

Eligibility Criteria

This percentage reduction (relief) is only available to ratepayers who occupy either;

- a) One property, or
- b) One main property and other additional properties, provided the additional properties have a rateable value which does not exceed £2,899. (The relief will only apply to one property.)
- c) The total rateable value for all of the occupied properties must not exceed £19,999

Ratepayers already in receipt of Small Business Rate Relief who take on an additional property, regardless of the rateable value, will be allowed to keep the relief for a period of 12 months.

The ratepayer must notify the Council of the following changes which may affect their entitlement to relief;

- An increase in the rateable value of a property occupied by the ratepayer in an area outside the Torrige District.
- The ratepayer taking up occupation of a property which is not mentioned in their application for relief
- If the property becomes vacant or is sold, or changes from non-domestic to domestic.

Please complete all sections below and remember to sign the declaration overleaf.

Account Reference:	
Property Reference:	
Address of property that you are claiming the relief for:	
Billing address (if different from above):	
Ratepayer or Company Name	
Contact telephone number(s):	
Email address:	
Date relief should start:	

Is this your only non-domestic premises in England?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If <u>no</u> please give full address of any additional business/non-domestic premises:	
Do you receive Small Business Rate Relief for the property named above?	
Name of Local Authority issuing the rates bill for the additional premises:	

Declaration

I confirm that the property(ies) listed above are the only premises in England occupied by me and that the information supplied is true and accurate.

Signed:	
Print name:	
Position:	
Date:	

Warning – 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 their capacity.

It is a criminal offence for a ratepayer to give false information when making an application for Small Business Rate Relief.

Privacy Notice

Torridge District Council collects stores and processes your personal information in accordance with the requirements of the General Data Protection Regulation (Regulation (EU) 2016/679) and Data Protection Act 2018.

Our lawful basis has been determined as:

Legal Obligation – processing is necessary for us to comply with the law. Personal information provided on this form may be shared with other council services where this assists in the delivery of those services.

Personal information provided on this form may be shared with third parties where we are legally obliged to do so, or where this is necessary to enable us to provide the service requested.

To view our full privacy policy including information on your rights, how to contact the Data Protection Officer, data retention information, more detail on information sharing and how to provide feedback or make a complaint, please see the privacy pages of our website

Website: <http://www.torridge.gov.uk/privacynotice/>

Alternatively, a full copy of our privacy policy can be viewed at our main office or a copy can be requested by writing to the Data Protection Officer at Riverbank House, Bideford, Devon, EX39 2QG.