



**Part three: Change to occupation of other business premises in England.**

(Complete if you have occupied or vacated another property since your last application for relief)

Details of changes to properties you use anywhere in England:			
Property address	Rateable Value	Details of change (Occupying additional property/ vacated other property for example)	Date of change

**Part four: Declaration**

The information I have given on this form is correct. I understand that I may be liable to prosecution if I have wilfully stated anything that I know to be false or do not believe to be true. I agree to the Council making any enquires that it considers necessary to verify the information that I have provided.

I agree to tell Cheshire West and Chester Council, Business Rates Office within four weeks of any change of circumstances that may affect by Non-Domestic bill. I understand that the Council will hold the information I have given either on computer or on paper in accordance with the Data Protection Acts 1984 and 1998.

**Please note:** The Council will not disclose information about you to anyone outside Cheshire West and Chester Council or use data for other purposes unless the laws permits us to

(Your signature or signature of someone authorised to sign)\_\_\_\_\_

Print name: \_\_\_\_\_

Role in business (for example, Director): \_\_\_\_\_

Date: \_\_\_\_\_

Contact telephone number: \_\_\_\_\_

**Advice about signing this form**

The application must be signed by the ratepayer, or any other person authorised to sign on the ratepayers behalf.

**Warning**

It is a criminal offence for you to give false information when applying for Small Business Rate Relief.

## Guidance notes when applying for small business rate relief

The criteria for relief are as follows:

1. Eligible properties with a rateable value up to £12,000 will receive 100% rate relief and have their bills calculated by using the small non-domestic rate multiplier.
2. Eligible properties with rateable values from £12,001 to below £14,999 will receive relief on a sliding scale and have your bill calculated by using the small non-domestic rate multiplier.
3. If you occupy more than one property your entitlement to relief is dependent on the rateable values of the other properties you occupy, therefore:
4. Your property must be in the thresholds above.
5. The relief is only available to ratepayers with either
  - a) one commercial property in England
  - or
  - b) one main commercial property in England, and any other additional commercial properties in England that have rateable values of less than £2,900 will be ignored, as long as the combined rateable value of all properties does not exceed 19,999.
6. If the ratepayer has occupied an additional business property in England and wants to continue to receive relief on the original property Part 1 and Part 3 must be completed. The appropriate declaration must be completed and the part that does not apply should be deleted.
7. Relief can only be granted on one property. An application may be made where a ratepayer has more than one property; if only one property has a rateable value greater than 2,899 and the total of all the properties does not exceed 19,999.
8. The government has introduced support for all businesses that take on an additional property which would normally have meant the loss of small business rate relief. You will now be allowed to keep the relief on the main property for a period of 12 months.
9. All parts must be completed as fully as possible where relevant.
10. All applications must be in writing and signed by an authorised person. This means, where the ratepayer is:
  - a) a partnership (a partner may sign)
  - b) a trust: (a trustee of that trust may sign)
  - 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.
11. If the rateable value of a property outside the area of the Authority granting relief changes, the ratepayer must notify the Council granting the relief. This change does not require a fresh application but must be done in writing.

**Please note:** Failure to do so can result in the loss of relief and legal action