

Name.....
.....
Address
.....
.....
.....
Postcode

London Borough of
Hammersmith & Fulham
PO Box 1453, London W6 9UU
Tel: 0845 803 1020
Fax: 020 8753 1578
Email: businessrates@lbhf.gov.uk
Web: www.lbhf.gov.uk
Typetalk: 0800 500 888

Application for Small Business Rate Relief

In order for us to decide whether you are entitled to relief you will need to complete the application below and return it to the address above.

Please read the notes in [6] first - for general information about the relief.

[1] Contact details -

name
address
.....
.....
email tel

[2] Application period -

the valuation period or partial valuation period for which relief is sought
.....

[3] First time application -

If this is the first application in the valuation period in respect of a hereditament, give the full address of:

[3a] the hereditament for which small business rate relief is sought
.....

.....account ref (on front of bill)
[3b] any other hereditament in England that you/ratepayer occupy
(continue on a separate sheet if necessary)
.....
.....

[4] Change in circumstances -

If this application is being made to notify us of a **change in circumstances** but the rating hereditament address for which you/ratepayer are applying for relief has not changed, please complete 4a or 4b as appropriate –

[4a] Where you take up occupation of a property not occupied at the time of your last application:

[4a1] the address of the hereditament in England that you/ratepayer has started to occupy since making the first application for the valuation period
.....

[4a2] the date on which you/ratepayer started to occupy that hereditament/.../....

[4b] Where there has been a change in rateable value of a property you occupy outside Hammersmith & Fulham:

[4b1] the address of the hereditament
[4b2] the new rateable value date of rateable value change/...../.....

[5] Declaration

[5a] *I confirm that the hereditaments listed above are the only hereditaments in England occupied by
name of ratepayer

or

[5b] *I confirm that the changes listed in [4] above are the only changes relating to the hereditaments in England occupied by
name of ratepayer
and the date of those changes has been accurately recorded.

Signature of ratepayer / person authorised to sign

Capacity of person signing date/...../.....

** delete as appropriate*

[6] Notes – please read this section before completing the application form

This form may be used for a:

- **first application** for small business rate relief in respect of a property - [1], [2], [3a], [3b] and [5] must be completed
- **fresh application that is required because -**
 - the ratepayer has **taken up occupation of an additional property-** [1], [4a1], [4b2], and [5] must be completed
 - **the rateable value of a property the ratepayer occupies outside LB Hammersmith & Fulham has changed** since the last application for small business rate relief was made - [1], [4b1], [4b2] and [5] must be completed

Small business rate relief can only be claimed for one property. In order for you not to lose relief any changes must be notified to us within four weeks of the change happening.

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 £2,599; and
- (b) the aggregate rateable value on that day of all the properties the ratepayer occupies in England is not more than £25,499 (where the property for which relief is sought is situated in London) or £17,999 (where the property for which relief is sought is situated outside London).

Therefore, if the ratepayer occupies more than one property, their entitlement to relief is dependant on the rateable values of the other properties they occupy.

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 appropriate part of the declaration must also be completed and the part which is not applicable deleted. 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 partnership, a partner of that partnership
- a trust, a trustee of that trust
- a body corporate, a director of that body, and
- in any other case, a person duly authorised to sign on behalf of the ratepayer.

If an application for relief is granted, provided the ratepayer continues to satisfy the conditions for relief they will not need to reapply for relief each new valuation period.

Warning – it is a criminal offence for a ratepayer to give false information when making an application for small business rate relief

For more information on business rates go to www.businesslink.gov.uk