

Small Business Rate Relief Application 2017-2020



Please read the notes overleaf before completing this form. The form must be completed in full or no relief shall be granted. **If your circumstances change you must notify Enfield at once.**

1. Business Rate Account Number: 

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2. Name(s) of Ratepayer:  
(i.e. name that appears on bill) \_\_\_\_\_

3. Address of the property  
(hereditament) with a rateable  
value under **£15,000** for which  
relief is sought  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. Addresses of any other  
Business/Commercial property in  
England, with a rateable value  
under **£2,900** for which you are  
liable for the payment  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ *If not applicable please tick here*

5. Are you responsible for the business rate **for any other** hereditaments? (Properties)  
*Please tick one box* Yes  or No   
If "yes" please give details below  
\_\_\_\_\_  
\_\_\_\_\_

6. Declaration  
  
I confirm that the hereditament (property) to which the application relates is the only  
hereditament\* in England occupied by \_\_\_\_\_  
*(Name of rate payer – i.e. as in question 2)*

**Signature of the ratepayer:** \_\_\_\_\_

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

**Capacity of person signing:**  
(you must be either an owner,  
director or partner) \_\_\_\_\_

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

**Business Telephone** \_\_\_\_\_

**Mobile Telephone** \_\_\_\_\_

**E-mail:** \_\_\_\_\_

**Warning; It is a criminal offence for a ratepayer to give false information when making an application for a small business rate relief.** This application **must be signed by the ratepayer.** Where, for example, the ratepayer is a company or partnership, it should be signed by the director of that company or one of the partners and the person signing should state his capacity.

## **IMPORTANT – PLEASE READ THE GUIDANCE NOTES BELOW**

This relief is only available to ratepayers who have applied to their local authority and who occupy either;

(a) one property, or

(b) one main property and other additional properties providing those additional properties each have a rateable value of less than £2,900.

The rateable value of the property mentioned in (a), or the aggregate rateable value of all the properties mentioned in (b), must not exceed £27,999 on each day for which relief is being sought. If the rateable value, or aggregate rateable value, increases above those levels, relief will cease from the day of the increase.

You **must** notify us in writing within four weeks of the first day of any of the following changes:

Certain changes in circumstance will need to be notified to Enfield Council if you are in receipt of the relief (other changes will be picked up by the local authority). The changes which should be notified are—

(a) Taking up occupation of an additional property, and

(b) An increase in the rateable value of a property occupied by you in an area other than the Enfield area which granted the relief.

However the good news is that if you take up a second property in England with a rateable value above 2,900 you will continue to get the existing relief for a year. The council will remove the award after 12 months have expired.

**Failure to notify us within four weeks of such a change will result in the relief being removed from the first day of the change.**

### **Filling in the form**

If you are filling in this form by hand, **use black ink**. Do not use pencil. If you make a mistake just cross it out and put the right answer next to it. Do not use correction fluid or tape.

If you require any assistance in completing this form, please contact the Business Rates team on **020 8379 4766**.

**When completed, this form should be returned to:** Business Rates Department, Revenues and Benefits Division, Enfield Council, PO Box 63, Civic Centre, Silver Street, Enfield, EN1 3XW. Or **By Email**;

[Revs@enfield.gov.uk](mailto:Revs@enfield.gov.uk)

The information provided on this form may be independently verified and may be made available to other organisations such as Government departments, other local authorities and law enforcement agencies, sharing such information helps to reduce fraud. More information can be found here:

<https://new.enfield.gov.uk/privacy-notice/>