



**APPLICATION FOR SMALL BUSINESS RATE RELIEF
FOR PROPERTIES WITH A RATEABLE VALUE OF LESS THAN £15,000**

See reverse for notes concerning this application form.

1. Please provide-

a) Name, address, telephone number and e-mail address of the ratepayer:

.....
.....

If you don't already, would you like to receive your bill electronically?

2. Please give the full address of-

a) The property for which Small Business Rate Relief is being sought (if different from above):

.....
.....

b) Any other commercial property in England that the ratepayer is liable for (Please include a copy of your Business Rates bill if this property is outside of Warwick District Council) -

.....
.....

I confirm that the properties listed above are the only properties in England occupied by this ratepayer, and all information given above is correct.

..... (signature of the ratepayer/person authorised to sign)

..... (capacity of person signing) Date

Please complete the application and return it to Finance, Warwick District Council, FREEPOST (MID15088), Royal Leamington Spa, CV32 4BR. (No stamp required)

Notes:

All properties in England occupied by the ratepayer must be listed. It should be noted, that for any particular day, the billing authority will disregard the ratepayer's occupation of an additional property where:-

- a) its rateable value shown in the local non-domestic rating list for that day is not more than £2,899; and
- b) the aggregate rateable value on that day of all properties the ratepayer occupies in England is not more than £19,999

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) a partnership, a partner of that partnership;
- b) a trust, a trustee of that trust;
- c) a body corporate, a director of that body, and

in any other case, a person duly authorised to sign on behalf of the ratepayer

Warning:

It is a criminal offence for a ratepayer to give false information when making an application for small business rate relief.

Please be reminded that it is the ratepayers' responsibility to inform the billing authority of any future changes to eligibility.