



**Application for Small Business Rate Relief**

<b>Company Name or Trading Style</b>		
<b>Company Registration Number</b>		
<b>Account Number</b>		
<b>Telephone Number</b>		
<b>Email address</b>	<b>e-billing Y/N</b>	
<b>Address of property for which relief is sought</b>		
<b>Date you wish to claim from</b>		
<b>Details of other properties in England for which the ratepayer is liable</b>		
<b>Address</b>	<b>RV of this address</b>	<b>Do you receive small business rates relief at this address?</b>
		Yes/No
		Yes/No
		Yes/No

**Please continue on another sheet if necessary**

**Declaration**

I/We confirm that the property listed above is the only property in England which is occupied or for which I/we\* are liable for payment of the rates.

Signed \_\_\_\_\_ Date \_\_\_\_\_

Print Name \_\_\_\_\_

Capacity of person signing (owner/manager/co. secretary) \_\_\_\_\_

## **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 his capacity.

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

**Changes of circumstances should be declared promptly.**

**Failure to report a change within 4 weeks will result in loss of Small Business Rate Relief.**

### **Notes:**

No account shall be taken of any other hereditament (property) the ratepayer occupies in England where:

1. The rateable value of each such hereditament shown in the local non-domestic rating list for that day is not more than £2,899; and
2. The aggregate rateable value of all the hereditaments the ratepayer occupies in England, including the hereditament for which relief is sought, is not more than £27,999 (where the hereditament for which relief is sought is situated in Greater London) or £19,999 (where the hereditament for which relief is sought is situated outside Greater London).

**Please return the form to**

**Business Rates  
Gravesham Borough Council  
Civic Centre  
Windmill Street  
DA12 1AU**

**Or by email [Rates@gravesham.gov.uk](mailto:Rates@gravesham.gov.uk)**

If you have any questions about this relief, please see our website:

[www.gravesham.gov.uk/home/business/business-rates](http://www.gravesham.gov.uk/home/business/business-rates)