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Mid Sussex Revenues & Benefits
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NG6 6DU

NATIONAL NON-DOMESTIC RATES SMALL BUSINESS RATE RELIEF (SBRR)

	Date of Issue	
	Account reference	
	To be returned within 21 days	
	The information provided in this form will be used in accordance with the Council's registration under the Data Protection Act 1998 and may be used in the prevention and detection of fraud.	

Re. Property Reference no.

Name of Ratepayer:

Address of rated property: , , , ,

Current Rateable Value:

Date property above became occupied:

Financial Year for which the application is being made:

Before completing this form, please read the notes overleaf

SECTION 1

Please provide full details of any other property(s) (including separate assessments i.e. car parks) for which you have:

Business 1

Full Property Address:			
Business Rates Reference Number:	Local Authority:		
Rateable Value:	Is the property	<input type="checkbox"/> occupied	<input type="checkbox"/> vacant

Business 2

Full Property Address:			
Business Rates Reference Number:	Local Authority:		
Rateable Value:	Is the property	<input type="checkbox"/> occupied	<input type="checkbox"/> vacant

Continue on a separate sheet if necessary.

SECTION 2

I confirm that the rate assessments listed above are the only rated assessments in England occupied by;

Full Name:		Position in Business:	
Signature:		Date:	
Telephone Number:		email address:	

SMALL BUSINESS RATE RELIEF NOTES

This application must be completed by the ratepayer or a person authorised to sign on behalf of the ratepayer. This means, where the ratepayer is:

- a partnership, 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.

NB: in the case of a Limited Company the application must be signed by a director.

Please refer to the table on our website for the levels of Small Business Rate Relief entitlement:

<http://www.midsussex.gov.uk/revsandbens/business-rates/property-reliefs/small-business-rate-relief/>

You can check your Rateable Value at <https://www.gov.uk/correct-your-business-rates>

Further details of the scheme can be found at <https://www.gov.uk/apply-for-business-rate-relief/small-business-rate-relief>

Ratepayers will only be required to apply for Small Business Rate Relief once between each revaluation of non-domestic assessments.

An additional condition of entitlement is that the ratepayer must notify the Local Authority of particular changes in circumstances that may affect their entitlement to the relief, within 4 weeks from the date that the change occurred.

These changes are:

- increases in the rateable value of a property occupied by the ratepayer which is not in the area of the Local Authority granting Small Business Relief;
- the ratepayer coming into occupation of any property which has not been mentioned in their application for relief.

If your business ceases to be eligible on a day during the year in question, the relief will cease on that day.

You must submit your application for the relief to the Council within six months of the end of the valuation period to which it relates.

Please remember: if you give false information you may be prosecuted. In order to protect public funds, the Council may use the information you have provided on this form to prevent and detect fraud. The Council may also share this information for the same purpose, with other organisations that handle public funds.

Please note: Information will only be kept in accordance with the General Data Protection Regulation and the Data Protection Act 2018. Mid Sussex District Council will not supply information to any other organisation or individual except to the extent permitted by law in carrying out any of its functions. Please refer to our privacy notice on our website at <https://www.midsussex.gov.uk/about-us/privacy-notice> for further details.