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**SMALL BUSINESS RATE RELIEF (SBRR) APPLICATION**

Date of Issue:
Account Reference:
Property Reference:
Valuation List Address:

Dear Sir/Madam,

Please find overleaf a Small Business Rate Relief application form for you to complete and return to us.

The 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

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 any particular changes in circumstances, that may affect 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 Rate Relief.
- the ratepayer coming into occupation of any property which has not been mentioned in their application for relief
- Vacation of the above property

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 6 months of the end of the valuation period to which it relates.

Yours faithfully

Megan Shepherd  
Head of Revenues, Benefits and Housing Options

# SMALL BUSINESS RATE RELIEF APPLICATION FORM

## SECTION 1

Name of Ratepayer (LTD Company or Individual(s))	
Address of Rated Property	
Current Rateable Value	£
Date property above became occupied	
Financial Year for which application is being made	

## SECTION 2

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

### Business 1

Full Property Address	
Business Rates Account Reference	
Rateable Value	
Local Authority	

Is the property ☐ occupied ☐ vacant

### Business 2

Full Property Address	
Business Rates Account Reference	
Rateable Value	
Local Authority	

Is the property ☐ occupied ☐ vacant (Continue on a separate sheet if necessary)

## SECTION 3 - DECLARATION

Account Reference	
Full Name	
Position in Organisation	
Telephone Number	
Email Address	
Date	
Signature	

Please remember: if you give false information you may be prosecuted. 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.