

**NON-DOMESTIC RATES  
APPLICATION FOR  
SMALL BUSINESS  
RATE RELIEF**



**NON-DOMESTIC RATES**  
Town Hall  
Market Place  
Ripley Derbyshire  
DE5 3BT  
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[www.ambervalley.gov.uk](http://www.ambervalley.gov.uk)

1. Name and registered address of applicant (home address if not a Ltd company):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. Address of business property (property which relief is to be granted on):

\_\_\_\_\_  
\_\_\_\_\_

3. Date you have started trading from the premises    \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**Note: If you are using the premises for storage you will need to supply photographic evidence of your occupation**

4. Do you occupy any other business properties?    Yes  No

5. If yes, the address(s) of additional business properties occupied by ratepayer (use separate sheet where necessary):

\_\_\_\_\_  
\_\_\_\_\_

**Guidance notes on reverse.**

I confirm that the above property is the only occupied business property in England\* by the person/ company named making this application.

\*No account shall be taken of any other hereditament the ratepayer occupies in England where (i) 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** (ii) the aggregate value of all the hereditaments the ratepayer occupies in England, including the hereditaments for which relief is sought, is not more than £19,999

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

**You must also inform Amber Valley Borough Council if your circumstances change for example vacation of the premises the relief relates.**

Signed by: \_\_\_\_\_ Date: \_\_\_\_\_

Print name: \_\_\_\_\_

Capacity of person signing: \_\_\_\_\_

Tel: \_\_\_\_\_ Email: \_\_\_\_\_

Website: \_\_\_\_\_

## Guidance for Applicants

If the sole or main property is shown on the rating list with a rateable value which does not exceed £15,000, the ratepayer will receive a percentage reduction in their rates bill for this property of up to a maximum of 100%. For a property with a rateable value of not more than £12,000, the ratepayer will receive a 100% reduction in their rates bills.

Generally, this percentage reduction (relief) is only available to ratepayers who occupy either-

- (a) one property, or
- (b) one main property and other additional properties providing those additional properties each have a rateable value which does not exceed £2,899.

The rateable value of the property mentioned in (a), or the aggregate rateable value of all the properties mentioned in (b), must not exceed £19,999 outside London on each day for which relief is being sought.

If you occupy more than one property, which meets the above criteria, you can only be granted relief on the main property.

If the rateable value, or aggregate rateable value, increases above those levels, relief will cease from the day of the increase.

The Government has introduced additional support to small businesses. For those businesses that take on an additional property which would normally have meant the loss of small business rate relief, the Government has confirmed that they will be allowed to keep that relief for a period of 12 months.

An application for Small Business Rate Relief is required. Where a ratepayer meets the eligibility criteria and has not received the relief they should contact Amber Valley Business Rates Section.

Provided the ratepayer continues to satisfy the conditions for relief which apply at the relevant time as regards the property and the ratepayer, they will automatically continue to receive relief in each new valuation period.

Certain changes in circumstances will need to be notified to Amber Valley Business Rates Section by a ratepayer who is in receipt of relief (other changes will be picked up by Amber Valley Business Rates Section). The changes which should be notified are:

- (a) the ratepayer taking up occupation of an additional property, and
- (b) an increase in the rateable value of a property occupied by the ratepayer in an area other than the area of the local authority which granted the relief.

**If your circumstances change you MUST inform the council except where it is for a rateable value amendment.**

Note:

Ratepayers who occupy a property with a rateable value which does not exceed £50,999 (and who are not entitled to other mandatory relief or are liable for unoccupied property rates) will have their bills calculated using the lower small business non-domestic rating multiplier, rather than the national non-domestic rating multiplier.

### For Office Use

Rateable Value:  
Account Number:  
Property reference: