



UTTLESFORD DISTRICT COUNCIL

NON-DOMESTIC RATES

APPLICATION FOR SMALL BUSINESS RATE RELIEF from 1 April 2017

Council Offices
London Road
Saffron Walden
Essex
CB11 4ER

01799 510349

Name of Ratepayer

Account Number:

Address to which
application relates:

.....

.....

Telephone Number:

Rateable Value:

List of any other
Non-Domestic
premises in
England occupied
by the ratepayer:

.....

.....

I confirm that the premises listed above are the only business premises in England occupied by:

..... (Ratepayer Name)

..... Signature of Ratepayer/
person authorised to sign

..... Capacity of person signing

PLEASE READ NOTES OVERLEAF BEFORE RETURNING

NOTES

Small Business Relief can only be claimed for one property. 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 in England where -

- (a) its rateable value shown in the local non-domestic rating list for that day is not more than £2899; and
- (b) the aggregate rateable value on that day of all the properties the ratepayer occupies in England is not more than £19999

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 application for small business rate relief.

You should notify Uttlesford District Council immediately of any changes in circumstances (e.g. if you become responsible for another business premises not shown on the form).

When you have completed this form please return to

Non Domestic Rates Section
Uttlesford District Council
Council Offices
London Road
Saffron Walden
CB11 4ER

If you require any further information please telephone 01799 510349

**If you require this publication/form in an alternative format and/or language
please contact us on 01799 510510.**