



National Non Domestic Rates, London Borough of Hounslow, PO Box 185, Hounslow TW3 4WD

Your Contact is: Revenues Service
Telephone: 020 8583 5708
Fax: 020 8583 4823
Our Ref: **NSBR/**

Date:

NON-DOMESTIC RATES

SMALL BUSINESS RELIEF APPLICATION

YOUR REFERENCE:

Rateable Value:

RE:

If you wish to apply for relief, please complete the form, and return it to the council.

The qualification criteria for the awarding of Small Business Relief is shown below:-

- 1) You occupy a non-domestic property with a rateable value of below £51,000 (£25,500 prior to 01.04.17)
- 2) The property has not been awarded, or would be entitled to mandatory relief
- 3) Any secondary occupied non-domestic property in England has an individual rateable value of below £2,900, or is empty (£2,600 prior to 01.04.17)
- 4) The total of all your occupied non-domestic property in England is below £28,000 (£25,500 prior to 01.04.17)

If ALL of the above criteria is met, you will be entitled to relief.

All occupied property with a rateable value below £51,000 (that is also not entitled to mandatory relief) will have its liability calculated using the lower small business multiplier. Therefore you do not need to complete this application if your rateable value is £15,000 or over.

If you qualify, the following amounts of relief will currently be awarded from 01.04.17:-

Rateable Value up to £12,000	-	100% Relief
Rateable Value £12,001 to £15,000	-	0-100% Relief

If you qualify for relief, the reduction will be applied to your account, and a revised bill or refund will be issued. If we have a query with your application or if we feel that relief is not applicable, we will contact you in writing.

Please adhere to your current payment plan whilst the application is being considered.

Please remember to inform the council of any subsequent change in circumstances following the return of this application form, such as a change in your rateable value, or if you take over responsibility for a further property.

If you have any queries or require any assistance in completing this form, please call our Non-Domestic rate Helpline on 020 8583 5708 or e-mail businessrates@hounslow.gov.uk



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SECTION 1 (Organisation Details)

Please State Type of Business (✓)
Other, give details below

Sole Trader		Joint Ratepayers	
Partnership		Limited Company	

SECTION 2 (First Application)

Property relief is being applied for (as stated above):

Full Postal Address, including post code
RE:

Dates you wish to claim relief for:-

Date from _____	Date to _____	(if applicable)
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Please provide details (below) of any **other** business premises in England, for which you have a non-domestic rate liability (please continue on a separate sheet if necessary). If you have no other business premises, please state NONE.

Full Postal Address, including post code	Rates Reference Number	Rateable Value	Is the property occupied or vacant?
If the address is <i>not</i> within the Hounslow area, please include a copy of your rates bill as proof	As shown on your rates bill	As shown on your rates bill	Please indicate

SECTION 3 (Declaration)

I confirm that the information I have given in this application is true to the best of my knowledge. I also agree to inform the council of any subsequent changes in circumstances (following this application) that may affect my entitlement to relief.

Signature: (of ratepayer/person authorised to sign)	Print Name:	Date:
Capacity In Which Signed: (e.g. position within business):		

Daytime Telephone Number:	Fax Number:	e-mail address:
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Are there any further relevant details that you wish the council to consider:-
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