




**Burnley**  
gov.uk

Revenues & Benefits,  
Parker Lane, Burnley  
BB11 2DS

Email: [localtaxation@burnley.gov.uk](mailto:localtaxation@burnley.gov.uk)

## Business Rates : Application for Small Business Rate Relief

Business Rates Account Reference	9 3
Address of the property that you are applying for Small Business Rate Relief on:	
Company Name	
Company Number	
Registered Company Address (if different from above)	
<b>If your business is not a limited company please provide the name &amp; home addresses of ALL traders</b>	
Name & Address 1	
Name & Address 2	
Name & Address 3	
What is the trading name of your business?	
<b>Your contact details</b>	
Contact phone number 	
Contact email	

**Are you liable for Business Rates on any other property in England or Wales?**

**Yes**

Please tell us about your other property below. If you are liable for Business Rates on more than one other property, then continue on separate page and attach it to this form.

**No**

Property Address

Is the property occupied?

Which other Council do you pay Business Rates to?

**Statement**

*This authority has a duty to protect public funds it administers, and may use information you have provided on this form for the prevention and detection of fraud. It may also share this information with other bodies responsible for auditing or administering public funds for these purposes. The Council will also use the information for the purpose of performing any of its statutory enforcement duties and any disclosures required by law.*

- I /We declare that the information given on this form is complete and accurate to the best of my / our knowledge and belief.
- I /We authorise Burnley Borough Council to make any necessary enquiries to verify the information on this form, within the terms of the Data Protection Act 1998.
- I /We will declare any change that may affect entitlement to this relief will be notified to the Council.
- I /We confirm the hereditament to which the application relates is the only one occupied by me / us in England and Wales.
- I /We realise it is a criminal offence for a ratepayer to give false information when making an application for Small Business Rate Relief and may result in criminal prosecution.

Your signature, or signature of someone authorised to sign

Date

Print Name

Position (for example, Director)

**Advice about signing this form:-**

The application must be signed by the ratepayer or a person authorised to sign on your behalf. This means, if the ratepayer is:  
 (a) a partnership, it must be signed by a partner of that partnership;  
 (b) a trust, it must be signed by a trustee of that trust; or  
 (c) a corporate organisation, it must be signed by a director of that organisation In any other case, a person you have authorised may sign on your behalf.

## **PLEASE READ THESE NOTES BEFORE RETURNING YOUR APPLICATION TO THE COUNCIL**

### **THE SCHEME**

The scheme applies to businesses with rateable values of less than £15,000. However, **small business rate relief can only be claimed for one property**. When completing the application form you must list all the business properties you use. If you start to use a new property after making an application you must tell us immediately. Please note, we will disregard your use of an additional property in England where: -

- 1) Its rateable value shown in the local non-domestic rating list is less than £2,900; and
- 2) The aggregate rateable value of all the properties you use in England is less than £20,000 where the main property is outside Greater London or is less than £28,000 if the main property is within Greater London.

Therefore, if you use more than one property, your entitlement to relief is dependant on the rateable values of other properties you use.

**Relief cannot be claimed for unoccupied properties.**

### **CLAIMS AND VALUATION PERIODS**

Please use this application form to claim small business rate relief for the valuation period 1 April 2017 to 31 March 2022. A valuation period is the period for which a local non-domestic rating list is in force (i.e. the period between revaluations of non-domestic properties) and if you do not take up occupation of any additional properties you will not need to apply for relief more than once in future valuation periods. The next valuation period will commence on 1 April 2022.

### **CHANGES IN CIRCUMSTANCES**

If your circumstances change during a valuation period you must notify us of the changes. The most important changes to tell us about are: -

- 1) If you start to use any property, which is not mentioned on your initial application form.
- 2) If you have any other property which is not in this council's area and the rateable value of that property increases
- 3) You vacate the premises that you have claimed for.

**You must notify us of the changes within 4 weeks of the date of the change. If you fail to do this you will lose the relief. You must write to us to inform us of any changes that occur in the future.**