

**EAST HAMPSHIRE**



**Partners**

[www.easthants.gov.uk](http://www.easthants.gov.uk)

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e-mail address [revenues@easthants.gov.uk](mailto:revenues@easthants.gov.uk)

Date

Dear Sir/Madam

**Re: Application for Small Business Rate Relief  
Property:**

If you wish to apply for the relief for the period 1<sup>st</sup> April 2010 to 31<sup>st</sup> March 2011, please read the notes, complete the application and send back in the reply paid envelope as soon as possible.

**Part 1 - a) Name:**

Telephone Numbers

Fax No.....

Home.....

Business.....

Email Address .....

Mobile.....

**Part 2 - a) Please give the full address of the property for which small business rate relief is sought,**

.....  
.....  
.....  
.....

Rateable Value £

Property Reference:

b) Please provide the full address of any **other** business property which you occupy in England;

Address		Address	
Billing Authority		Billing Authority	
Billing Reference		Billing Reference	
Rateable Value		Rateable Value	

Please continue on a separate sheet if necessary

**Part 3 - Declaration;**

I can confirm that the properties listed are the only business properties in England occupied by

Signature of ratepayer

Or person authorised to sign .....

Capacity in which signed .....

Date .....

**Notes**

All business 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 any additional business property in England where:-

- a) Its rateable value shown in the local non-domestic rating list (2010) for that day is not more than £2,599; and
- b) The aggregate rateable value on that day of all the properties the ratepayer occupies in England is not more than £25,499 (where the property for which the relief is sought is situated in Greater London) or £17,999 (where the property for which the relief is sought is situated outside Greater London).

The application must be signed by the ratepayer or 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

This application will remain in force until 31<sup>st</sup> March 2011, if your circumstances change i.e. you move or occupy an additional property/properties you must inform this office so the relief can be recalculated.

More information can be obtained regarding this relief and other relief's available at [www.mybusinessrates.gov.uk](http://www.mybusinessrates.gov.uk) or [www.easthants.gov.uk/businessrates](http://www.easthants.gov.uk/businessrates)

**Warning** – it is a criminal offence for a ratepayer to give false information when making an application for small business rate relief

**\*4652470\***