

EAST HAMPSHIRE



**Partners**

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	Enquiries to: Tel: Our Ref: Your Ref: Direct Fax: Email address	Revenues Team 01730 234143/4159  01730 260645 <a href="mailto:revenues@easthants.gov.uk">revenues@easthants.gov.uk</a>
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Dear Sir / Madam

## Help with Business Rates Bills

We are writing to let you know that there is new help available to lighten the load of your business rates bill.

You may be eligible for two schemes to help you with your bill. The new deferral scheme offers the chance to postpone payment of some of your rates bill for **this financial year only**, and you may also qualify for the Small Business Rates Relief scheme. Details of both these schemes are below.

### 2009/10 Business Rates Deferral Scheme

You may be able to spread the payment of the increase in your 2009/10 business rates bills over a three year period. The enclosed leaflet provides details of the scheme, which is only available for this financial year. If you wish to opt into the scheme, an application form is also enclosed. The form simply asks for your name, the address of the property and its reference number (which can be found on your business rates bill). Just complete those details, sign the form and return it to the above address. You do not need to pay anyone to do this for you.

If your bill has increased as a result of the end of the current transitional relief period, you may be able to defer 60% of this increase in your bill. If you don't qualify for transitional relief, you can still defer 3% of your total 2009/10 bill.

You can apply at any time until **31 March 2010** provided you have some of your bill left to pay. We would encourage you to apply early. If you have less than 3% left to pay, you can defer your remaining balance.

The reduction in your payments should be reflected in either your next instalment or, at the latest, in the one following that, depending on when your application is made. The amount you can defer will not change in either case.

## Small Business Rate Relief

If you run a small business, further help may be available to pay your bills, with Small Business Rate Relief (SBRR). This relief supports small businesses who generally occupy only one property. The relief is available at 50 per cent for eligible properties up to £5,000 rateable value and relief decreases at the rate of around 1 per cent per £100 of rateable value up to 0 per cent at £10,000.

In order to qualify for the relief you need to meet the following two criteria:

- Generally you can occupy only one property and it must have a rateable value under the threshold for the relief which is £15 000 (or £21,500 in Greater London); **but**
- if you occupy any additional properties, each of the additional properties must have a rateable value of no more than £2,200, and the total rateable value of all of the properties must be less than £15,000 (£21,500 in Greater London).

To apply for SBRR for the first time, please call: 01730 234143 or 234159 for the application form. Further information on SBRR, including the different levels of SBRR, and other rate relief's are available at:

<http://www.businesslink.gov.uk/businessrates>

## Other Help

You can find further details of help available to businesses during the recession at the Real Help Now website:

[http://realhelpnow.gov.uk/?page\\_id=64](http://realhelpnow.gov.uk/?page_id=64)

If you have any further queries regarding any of the above relief's, or are unsure if you qualify, please call: 01730 234143 or 234159

Kind regards,



# Business Rates Deferral Scheme Application form

Ratepayer details	
Name	
Address and reference number <i>(which can be found on your bill)</i> of the property on which you wish to defer	
Telephone	
Fax <i>(where applicable)</i>	
Email <i>(where applicable)</i>	

Address for correspondence if different from the above	
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If you have more than one property in the same council area, you only need to fill in one application form. **Please put details in the additional properties section of this form.** If you have properties in more than one council area, you will need to apply to each council separately.

### Declaration

As the ratepayer I wish to apply for deferral of payment of business rates payable in respect of the financial year beginning on 1st April 2009.

### Signature of the ratepayer / person authorised to sign

.....

Date: .....

### Capacity of person signing

.....

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<b>PROPERTIES</b>		
<b>Property Reference</b>	<b>Address Line 1</b>	<b>Post Code</b>

***If you have any other properties in this council area for which you wish to seek deferral please copy this sheet and attach to your application.***

## **Notes**

This form may be used for an application for deferral of payment of non-domestic rates payable in respect of the financial year beginning on 1st April 2009.

Deferral may be applied for in respect of all properties in respect of which non-domestic rates are payable in the financial year beginning on 1st April 2009.

Where the ratepayer occupies more than one property within the area of the billing authority, a single form should be used to apply for deferral in respect of all of those properties.

To be automatically eligible for deferral ratepayers must satisfy the following conditions:

- (1) they must make an application for deferral to their local authority on or before 31st March 2010
- (2) they must not have discharged their 2009/10 rates liability in full or be due to discharge their 2009/10 liability in full within 21 days of making their application
- (3) they must not have lost the right to pay their 2009/10 rates bill by installments by or on the date of service of the application.

Where they have lost that right, it is for the billing authority to decide whether to process the application and grant deferral.

The application must be signed by the ratepayer or a person authorised to sign on behalf of the ratepayer.

Ratepayers should be aware that where payment of non-domestic rates payable in respect of the financial year beginning on 1st April 2009 is deferred and subsequently the ratepayer ceases to be liable to pay rates in respect of the property to which the deferral applies, the full outstanding liability in respect of the 2009 financial year will become due and the deferral will cease to have effect.

Similarly, where a ratepayer fails to pay any instalment due in respect of the 2009 financial year, the billing authority serves a notice in accordance with regulation 8(1) of the Non-Domestic Rating (Collection and Enforcement) (Local List) Regulations 1989 and subsequently the ratepayer loses their right to pay by instalments, the deferral will cease to have effect.

## **Please return this form to:**

East Hampshire District Council  
 Penns Place  
 Petersfield  
 Hants  
 GU31 4EX