

## **Application for Small Business Rate relief**

### **Eligibility criteria**

Small business rate relief applies only to occupied properties.

If your rateable value is £50,999 or less, your rates bill is automatically calculated using the lower small business rate multiplier rather than the ordinary non-domestic rating multiplier.

In addition, you can use this form to apply for a percentage reduction in your rates bill if you:

- only occupy one property and its rateable value is not more than £15,000
- occupy more than one property and the rateable value of each of your other properties is not more than £2,899 and the total rateable value of all the properties is not more than £27,999.

*Note: If you qualify for Charitable Relief, you will not be able to get small business rate relief.*

### **How much you will get**

- You will not pay business rates on a property with a rateable value of £12,000 or less Small business rate relief will be awarded at 100%
- If your rateable value is between £12,001 and £15,000 inclusive, your rates bill is calculated using the small business rate multiplier and relief will be given on a sliding scale from 100% at the bottom of the range to 0% at the top
- If your rateable value is between £15,001 and £50,999 the small business rate multiplier is automatically used to calculate your bill, (even if you have more than one property), but no percentage reduction is given

### **Notifying us about changes**

If relief is granted it will have effect until the next general revaluation, or the effective date of any change affecting your entitlement to relief.

You must notify us in writing within 4 weeks of the date of the change if:

- you start to occupy a property that you did not occupy at the time of your relief application
- there is an increase in the rateable value of a property you occupy outside Ealing Council's area

### **To apply please complete the form overleaf**

If you require any assistance in completing this form, please contact the Business Rates Office.

**WARNING: It is a criminal offence for a ratepayer to give false information  
when making a claim for Small Business Rate Relief**

# Business rates

## Small business rate relief application form

Tel: 0208 825 7020 9am to 5pm  
 Email: [Businessratesteam@ealing.gov.uk](mailto:Businessratesteam@ealing.gov.uk)

**Ealing Council**  
 Business Rates Office  
 P O Box 1344  
 Ealing, W5 2BY

**Please read the notes overleaf in full before completing this form**

1. Business rate account number: \_\_\_\_\_
2. Please give your trading name: \_\_\_\_\_
- Name of ratepayer (as shown on rates bill, if different): \_\_\_\_\_

3. Address of the property you are applying for small business rate on:

\_\_\_\_\_

4. Please confirm if the business property is: Occupied ☐ Empty ☐
- If occupied, from what date did you occupy? \_\_\_\_\_

5. Do you occupy any other business properties in England? Yes ☐ No ☐

If yes, please list all other properties:

Address	Business rate account number	Account start date	Rateable value

*If there are more properties, please list on a separate sheet*

6. Please say the nature of your business/trade at the property \_\_\_\_\_

\_\_\_\_\_

7. The application must be signed. Where the ratepayer is an individual, they must sign it personally. In any other case, a person with authority, for example a director of a limited company, must sign.

**Declaration:**

**I apply for small business rate relief and confirm that the properties I have listed are the only properties in England occupied by me.**

Signature of the ratepayer or person authorised to sign on ratepayer's behalf		
Print Name:		Date:

Capacity of person signing (must be a director if a limited company or PLC)

Sole trader ☐ Director of company ☐ Partner ☐ Other ☐

Home address: \_\_\_\_\_

Daytime / mobile telephone number: \_\_\_\_\_ Email Address: \_\_\_\_\_

**Please return the signed, completed form to: Business Rates Office, Ealing Council, PO Box 1344, Ealing, W5 2BY or email it to [businessratesteam@ealing.gov.uk](mailto:businessratesteam@ealing.gov.uk), quoting your business rates account number and property address in the subject heading**