

## SMALL BUSINESS RATE RELIEF APPLICATION FORM

Please complete sections 1 to 3 and ensure you have fully completed the declaration.

<b>SECTION 1</b>	
Your Business Rates account reference number (this is an 8 digit reference and can be found at the top of your bill)	
Full business address for which relief is requested	Postcode:
Rateable value	
Date from which relief is being claimed ( <i>DD/MM/YYYY</i> )	/ /

<b>SECTION 2</b>	
Please answer all questions – you can use a separate sheet if required	
Liable party type ( <i>Tick as applicable</i> )	
<input type="checkbox"/> Sole Trader	<input type="checkbox"/> Partnership
<input type="checkbox"/> Limited Company/LLP	<input type="checkbox"/> Trust
Liabile party name	
Company Registration Number (CRN)	

If you are in a partnership, please list all partner details below

Full name	Home address	Date of partnership

Are you liable for Business Rates on any other occupied hereditaments/business properties in England? If <b>YES</b> , please detail all properties below. <i>Please use a separate sheet if required</i>		<b>YES / NO</b> Check as applicable
Other business address	Account reference	Rateable value

I confirm that the hereditament(s) listed above are the only properties in England occupied by:	<b>PRINT NAME</b>	
	<b>SIGNATURE</b>	

**If you occupy additional business premises following the submission of this application you must notify us immediately.**

<b>SECTION 3</b>	
Name of ratepayer	
Home address of ratepayer	Postcode:
Telephone number	
Mobile telephone number	
Email address	

**Persons who can sign this application**

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

This means, where a ratepayer is a

- (a) **sole trader**
- (b) partnership, a **partner** of that partnership
- (c) trust, a **trustee** of that trust
- (d) company, a **director** of that company, and in any other case, a person duly authorised to sign on behalf of the company.

**Forms signed by agents on behalf of ratepayers cannot be accepted.**

# DECLARATION

To be completed in ALL cases

**Warning: It is a criminal offence for a ratepayer to provide false information when making an application for Small Business Rate Relief.**

**Any individual or business that intentionally and dishonestly provides false information, will be investigated under the Fraud Act 2006 and may be liable for prosecution.**

- I understand that I must inform Herefordshire Council should I occupy any additional business premises following the submission of this application form.
- I confirm that the hereditaments listed in this form are the only hereditaments occupied in England.
- I authorise Herefordshire Council to independently verify any of the information provided on this application.

<b>Print name</b>		<b>Signature</b>	
<b>Capacity of signee</b>		<b>Date</b>	

## THE DECLARATION ON ALL APPLICATIONS MUST BE SIGNED

We are unable to process applications without a signature.

Please return the completed application using the details at the bottom of this page. For further information and guidance, please visit our website at

[www.herefordshire.gov.uk/sbrr](http://www.herefordshire.gov.uk/sbrr)

If you are emailing your application to us, please ensure that the whole application form is clearly scanned/photographed prior to submission.