



Application for Small Business Rate Relief

Small Business Rate Relief is available to businesses that occupy a property with a rateable value of less than £51,000 and that are not entitled to another, mandatory, relief.

If your rateable value is £12,000 or lower (and you qualify for the Relief) the Small Business Rate Multiplier is used, and your bill will be reduced by 100%.

If your rateable value is between £12,001 and £14,999 inclusive (and you qualify for the Relief) the Small Business Rate Multiplier is used, and your bill will be reduced on a sliding scale of 1.333% for every £50 your rateable value increases.

If your rateable value is between £15,000 and £50,999 the Small Business Rate Multiplier is used only. This is done automatically and no application is needed, and applies to all properties within these rateable values.

If you feel that you may qualify please fully complete the form overleaf and return it to this office.

If you have any queries regarding your eligibility to this relief please do not hesitate to contact us either by email or telephone using the details at the top of this form. Further information about non domestic rating can also be obtained from the Councils website at www.mansfield.gov.uk

Please note that any appeals against the rateable value of a property is **not** dealt with by the Council but by the Valuation Office Agency who can be contacted on 03000 501501 or by visiting their website <https://www.gov.uk/contact-voa>

Yours faithfully

Business Rates Team

PLEASE ANSWER ALL OF THE QUESTIONS AND SIGN THE APPLICATION BEFORE SENDING IT BACK TO US

1. Name of the ratepayer making the application for Small Business Rate Relief

2. Address of the Business in respect of which the ratepayer is making the application

3. The rateable value of the property for which you are applying

4. Date you are applying from?

5. Do you occupy more than one business property in England

YES – Go to Section 6

NO – Go to Section 7

6. If the answer to question 5 is yes, please give addresses of all the properties occupied and their rateable values (continue on a separate sheet if necessary)

7. **Declaration.** I confirm that the property to which the application relates is the only business

(Signature of the Ratepayer)

(Capacity of person signing)

(Telephone)

(Email)

(Date)

Warning the application must be signed by the ratepayer. Where the ratepayer is a company or partnership, it should be signed by a director of that company or one of the partners and the person signing should state his capacity.

It is a criminal offence for a ratepayer to give false information when making an application for small business rate relief.

Please return this form by email to businessrates@mansfield.gov.uk

Alternatively you may post it to Mansfield District Council, Civic Centre, Chesterfield Road South, Mansfield, Notts, NG19 7BH. For more information visit our website <https://www.mansfield.gov.uk/business-premises-rates>