



Burnley Council
Business Rates Section
Parker Lane, Burnley
Lancashire, BB11 2DS
Tel: 01282 425011
Email: localtaxation@burnley.gov.uk

SMALL BUSINESS RATE RELIEF **APPLICATION FORM**

Do I Qualify? This section of the form will give brief details on which businesses are eligible for relief. If you require any further assistance, please contact us on 01282 425011.

- If your rateable value is under £6000, you may get 100% relief
- If your rateable value is below £12,000 you may qualify for relief and your bill may also be calculated using the lower of the two business rate multipliers
- If your rateable value is between £12,000 and £17,999 you will not qualify for any relief but your bill may be calculated using the lower of the two business rate multipliers
- If your rateable value is £18,000 or more you will not qualify for relief or the lower multiplier.
- Your application for relief will be affected by other commercial properties owned by you (or the company) in England.

Business Rates Account Ref: 93.....

Name of Ratepayer:

Address of Ratepayer:

..... Postcode:

Telephone Number: Email:

Please provide the address of the property that you are claiming Small Business Rate Relief for:

.....
.....

Please provide the address(es) of any other commercial properties occupied by you or the Company in England:
(If 'None' please state 'None'. Your application will not be dealt with if this is left blank)

.....
.....

Declaration: I confirm that the property to which this application relates is the only property in England occupied by:..... (insert ratepayers name).

Ratepayers Signature: Date:

Print Name: Position in Company:

Please note: this application form must be signed by the ratepayer. Where, for example, the ratepayer is a Company or Partnership, it should be signed by a Director/Company Secretary/Partner and their position should be stated in the space above.

Small business rate relief can only be claimed for one property. The ratepayer's occupation of additional properties in England will be disregarded where:

- The rateable value is not above £2,599 and the aggregate rateable value of all the properties the ratepayer occupies in England is not above £17,999.

Therefore, if the ratepayer occupies more than one property, their entitlement to relief is dependant on the rateable values of the other properties they occupy. Where the ratepayer occupies properties in more than one area, if the rateable value of a property outside of the billing authority granting the relief goes up, the ratepayer must notify the billing authority of the increase. This must be done in writing.

IT IS A CRIMINAL OFFENCE FOR A RATEPAYER TO GIVE FALSE INFORMATION WHEN MAKING AN APPLICATION FOR SMALL BUSINESS RATE RELIEF.