



APPLICATION FOR SMALL BUSINESS RATE RELIEF

**ST ALBANS DISTRICT COUNCIL
CIVIC CENTRE, ST PETER'S STREET
ST ALBANS, HERTS. AL1 3JE**

**Please ask for the Business Rates
Telephone: (01727) 819270
E-mail: businessrates@stalbans.gov.uk**

Please read the eligibility notes overleaf carefully before completing the application form

1) Name(s) of Ratepayer (s) making this application for small business rate relief

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2) Address of the property for which the Ratepayer is applying small business rate relief

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3) Business Rate Account Number (if known):

4) The date you are claiming the Relief from

5) Is the property for which you are applying for relief the only business property used by your business in England?
YES/NO (Please delete as appropriate)

5a) If the answer to the above is "NO" please list ALL the addresses below together with their latest rateable value (please use an additional sheet if necessary).

<u>Address</u>	<u>Latest 2023 Rateable Value</u>
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6) I/We confirm that the property for which this application relates is the only business property in England used by the applicant(s) or if the applicant occupies more than one property, the rateable values of each are less than £2,900 in the 2023 Rating List and their TOTAL rateable value is less than £20,000 in the 2023 Rating List.

I/We understand that if, subsequent to this application, I/we occupy a business property not set out within this application we must inform St Albans District Council in writing within 4 weeks of any such change.

I/We also understand that if I/we are in occupation of another business property not within the area administered by St Albans District Council which is subject to an increase in the rateable value we must inform St Albans District Council in writing within 4 weeks of being notified of such a change.

Signature(s) of Director/Account Holder

Print Name(s)

7) Contact Details

Business Telephone Number _____ Mobile Number _____

E-mail address: _____

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

Please return this form to: BUSINESS RATES DEPARTMENT, ST ALBANS DISTRICT COUNCIL, CIVIC CENTRE, ST PETERS STREET, ST ALBANS, HERTS AL1 3JE. A scanned copy can be e-mailed to Businessrates@stalbans.gov.uk Please quote your account reference in <chevrons> in the subject line of the e-mail.

SMALL BUSINESS RATE RELIEF **A GENERAL OVERVIEW**

THE BASIC FACTS

- In the 2023 Rating List, the rateable value threshold for receiving 100% relief is £12,000
- In the 2023 Rating List, relief will be available on a decreasing sliding scale of 1% for every £30 the rateable value is between £12,001 and £14,999.
- For the 2023 Rating List, eligible properties with a rateable value between £15,000 and £51,000 will have the small business non domestic rating multiplier applied to the calculation of their bill.
- The annual small business rate relief multipliers since 1st April 2023 are as follows:

2023/24 – 49.9p
2024/25 - 49.9p
- Continuation of relief is dependent upon the Ratepayers circumstances remaining the same and continuing to meet the eligibility criteria.
- Empty properties will not be eligible for relief.

ELIGIBILITY

- The property falls within the thresholds mentioned above.
- The relief is available to Ratepayers generally in respect of one property only.
- Businesses that take on a second property are protected for a period of 12 months. This means you will continue to receive this relief for a period of 12 months after acquiring a second property.
- No account will be taken of any other property the ratepayer occupies in England where:
 - a) The rateable value of each such assessment shown in the local non domestic rating list for that day is less than £2,899 in the 2023 Rating List and
 - b) The aggregate rateable value of all the other properties the ratepayer occupies in England, including the property for which relief is sought, is less than £20,000 for the 2023 Rating List
- If the ratepayer is awarded small business rate relief and subsequently occupies another property not set out within this application, the ratepayer **MUST** inform St Albans District Council in writing within 4 weeks of any such change in their circumstances otherwise the relief will be withdrawn.
- If the rateable value of a property occupied by the ratepayer not within the boundaries of the City and District of St Albans is increased the Ratepayer **MUST** inform St Albans District Council in writing within 4 weeks of notification of such an alteration otherwise the relief will be withdrawn.

APPLICATION

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

For example,

If the Ratepayer is a limited company it should be signed by a director.

If the Ratepayer is a partnership it should be signed by all partners.

If the Ratepayer is a trust it should be signed by a trustee or if it is a corporate body it should be signed by a director.

If the occupier is a sole trader, then the sole trader must sign the form.

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Privacy notice

This privacy notice explains how St Albans City & District Council (the Data Controller) will use any personal information we collect about you when you use our services.

What information do we collect about you?

The information that the Council will collect varies depending on how you use the Council's Services. We are using the information provided in this case because we have a legal obligation (Art. 6(1)(c)). This means we collect your personal information from you so that we can carry out a function we are required by law to carry out. In this case we are collecting personal information so that we can assess your application for the purposes of Business Rates.

How will we use the information about you?

We use the information to process Business Rates. We will only share the information to enable us to deal with this matter.

We may share the information with other council departments, enforcement agents, landlords and agents.

We may be required to share your personal information with the Police, Internal Audit or similar agency, or another Council for the purposes of preventing and detecting fraud.

We will ensure that all personal information is kept securely.

How long will we keep this information?

We will destroy this personal information in accordance with our Disposal Schedules. To determine how long we should keep information, we consider what the legislation states and what is good practice. This means we will securely destroy the information once we no longer need it. If you would like to know the specific period of time that relates to your personal information please contact GDPR@stalbans.gov.uk

Individuals' Rights

You have a right to request a copy of the personal information that we hold about you. If you would like a copy of some or all of your information, please contact foi@stalbans.gov.uk and ask for a subject access request.

If you consider we hold inaccurate personal information about you, you can contact us to ask for this information to be corrected. We will consider your request and respond within one month. Please contact GDPR@stalbans.gov.uk.

You can find out more about your rights on our website: <https://www.stalbans.gov.uk/general-data-protection-regulation>

Cookies

Cookies are text files placed on your computer to collect standard internet log information and visitor behaviour information. This information is used to make your use of the internet better. For further information on how we use these and how you can control it, please visit <http://www.stalbans.gov.uk/about-this-site/legal-notice/cookies.aspx>

Changes to our Data Protection Policy

We have a Data Protection Policy in place and this can be found here: <https://www.stalbans.gov.uk/general-data-protection-regulation>. We review this policy annually.

Data Protection Officer

Our Data Protection Officer for the purposes of Articles 37 to 39 of the General Data Protection Regulation is Judith Adamson, Solicitor – Regulatory Team Leader. She can be contacted by emailing GDPR@stalbans.gov.uk or calling 01727 866100 for our Complaints Team.

How to contact us

Please contact us if you have any questions about our Data Protection Policy, or concerns about how we handle your information: by emailing foi@stalbans.gov.uk or write to us at: FOI Team, St Albans City & District Council, St Peter's Street, St Albans, AL1 3JE.

Complaints

You have a right to complain to the Information Commissioner if you are unhappy with how we process your personal information. You can do so through their website: <https://ico.org.uk/concerns/> or by emailing: casework@ico.org.uk or calling their helpline on 0303 123 1113.