



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 this application.

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>
.....
.....

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 additional property are less than £2,900 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/Ratepayer

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**

Please read the details below carefully before completing the application form

- 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, 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 rateable value 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 property 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.

WHO CAN APPLY?

This 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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For details on our privacy statement, please visit our website at: www.stalbans.gov.uk/publication/sbrr-privacy-statement