

Small Business Rates Relief Application Form

London Borough of Hammersmith & Fulham

PO Box 1453, London W6 9UU, Tel: 020 8753 6681
Fax: 020 8753 1578, Email: businessrates@lbhf.gov.uk
Web: www.lbhf.gov.uk Typetalk: 0800 500 888

Please read this section before completing the application form (on 2nd page).

Qualifying criteria for Small Business Rates Relief discounts from 1st April 2017

- The property must be **occupied**
- The rateable value of the property must be **less than £15,000**.
- The ratepayer must only have **one occupied property** in England, except we will disregard your occupation of an additional property in England where:
 - its rateable value shown in the local non-domestic rating list for that day is not more than £2,899; and
 - the aggregate rateable value on that day of all the properties the ratepayer occupies in England is not more than £27,999.
 - The ratepayer is not a charity or a sports club registered with the Community Amateur Sports Club scheme (CASC).

The amount of relief that you will receive is dependent on your rateable value

- If your rateable value is £12,000 or less then you will receive 100% relief, meaning you will not have to pay any business rates
- If your rateable value is between £12,001 and £15,000, the discount you are eligible for is calculated on a sliding scale. A Rateable Value of £15,000 receives no discount and £12,000 receives 100% discount. *To calculate the discount percentage you will receive, subtract your rateable value from £15,000 and divide that figure by 30.*
- There is no need to apply for small business rates relief if your rateable value is between £15,000 and £50,999 as the small business rate multiplier will be granted to you automatically even if you have multiple properties.

Notifying us about changes

- Once small business rates relief is granted there is no need for you to reapply
- You must notify us immediately when:
 - You occupy another property that you did not occupy at the time of your relief application or
 - There is an increase in the rateable value of a property you occupy outside Hammersmith and Fulham Council's area

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

Small Business Rates Relief Application Form

To claim Small Business Rates Relief please provide the following information:

1. Your business rates account number (see your rates bill) _____
2. Name of Ratepayer (as shown on rates bill): _____
3. Telephone number: _____
4. Email Address: _____
5. Address of the property you are applying for small business rates relief on:

6. Is the property occupied? Occupied Empty

7. Date from which you wish to claim small business rates relief? _____

8. Does the above ratepayer occupy any other business properties in England? Yes No

If yes, please list all other properties in England:

Address	Postcode	Business Rate account number	Rateable Value

If there are more properties, please list them on a separate sheet.

9. This application must be signed. Where the ratepayer is an individual, they must sign it personally. In any other case, a person with designated authority, for example a director of a limited company, must sign. We do not accept applications signed by agents.

Declaration:

I wish to apply for small business rate relief and confirm that the properties I have listed are the only properties in England occupied by me.

Signature of ratepayer or authorised person _____

Print name: _____ Date: ____/____/____

Capacity in which signed:

Sole Trader Director Partner Other _____
(please state capacity)

Please return by either scanning the signed form onto an email and emailing businessrates@lbhf.gov.uk or by posting to Business Rates Department, Hammersmith & Fulham Council, PO Box 1453, London, W6 9UU

For more information on business rates go to www.businesslink.gov.uk