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### Application for Small Business Rate Relief

**Section 1 - Claim period**

Please state the date from which relief is being applied for:

**Section 2 - First application**

Property for which Small Business Rate Relief is being applied for:

Account Reference	Property Reference	Property Address	Current R.V.	Date of Occupation

You must list below all separately rated non-domestic properties that you are liable for in England:

Property Ref	Property Address	R.V.	Date Occupied

If you occupy more than 2 additional properties, please supply details below or on a separate sheet.

**Section 3 - Change in circumstances**

If the application is being made to tell us about a change in circumstances but the heraditament for which the ratepayer is seeking relief remains unchanged, please provide the following information:

a) The hereditament (property) in England that the ratepayer has occupied since making the first application for relief:	
b) The date on which the ratepayer first occupied the hereditament (property):	

**Section 4 - Declaration**

I confirm that the hereditaments listed in Section 2 are the only hereditaments in England occupied by:

(Insert ratepayer's name here)

**or**

I confirm the changes listed in Section 3 are the only changes relating to hereditaments in England occupied by:

(Insert ratepayer's name here)

Signature of the ratepayer (or person authorised to sign - see Notes below):

Capacity of person signing:

Date:

Contact Telephone Number:

Fax Number:

E-mail Address:

Home Address:

If this property is occupied by a Partnership, please give the names and addresses of all Partners (continue on a separate sheet if necessary):

If this property is occupied by a Limited Company, please give the company registration number and registered address:

**Note**

This application must be signed by the ratepayer or a person authorised to sign on their behalf. This means, where the ratepayer is:

- (a) A partnership, a partner of that partnership;
- (b) A trust, a trustee of that trust;
- (c) A body corporate, a director of that body, and

In any other case, a person duly authorised to sign on behalf of the ratepayer.

**Warning** - it is a criminal offence for a ratepayer to give false information when making an application for small business rate relief.

The information you provide will only be used for Council purposes unless there is a legal authority to do otherwise.

Completed application forms need to be returned to: The Business Rates Office, PO Box 20, Manby Park, Louth, Lincolnshire, LN11 8XN.