

Small Business Rate Relief Application

Please read the notes on page 2 before completing this application form.

Section 1 (a) Details of your organisation

Business Rate Account Number:

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Name of ratepayer (print name) (*Title/forename(s)/surname or Limited Company/Limited Liability Partnership name*)

Trading name

LLP/Limited/Plc Company registration number

Registered office address

.....
.....
Postcode

Contact email

Contact telephone number

Section 1 (b) Claim Period

The date from which relief is being sought

Section 2 First Application

(a) Address of the hereditament (property) for which relief is being sought

.....
.....
Postcode

(b) The rateable value of the hereditament given in (a)

(c) The start date of your lease/tenancy agreement

(d) The date the property was occupied/open for trading

(e) The address(es) of any other non-domestic hereditaments you occupy in ENGLAND (including postcodes)

Section 3 Change in Circumstances

If this application is to notify Enfield Council of a change in circumstances since your first application, but the hereditament (property) for which you are seeking relief remains unchanged, state:

(a) Address of the hereditament Small Business Rate Relief has already been granted on

.....
.....
Postcode

(b) Address of the hereditament in England that you have started to occupy since making your first application

.....
.....
Postcode

(c) The date on which you started to occupy that hereditament (DD/MM/YYYY)

Section 4 Declaration

Tick as applicable

I confirm that the hereditaments (properties) listed in section 2 are the only hereditaments in England occupied by the ratepayer **or**

I confirm that the changes listed in section 3 are the only changes relating to the hereditaments (properties) in England occupied by the ratepayer

Name of ratepayer

Name of signatory (In CAPITALS)

Signature of the ratepayer/person authorised to sign

Capacity of person signing (e.g. owner, tenant, agent, director)

Date

Please complete the application form and return it by email to:
Revs@enfield.gov.uk

Or by post to:

**Business Rates Department, Enfield Council, PO Box 63,
Civic Centre, Silver Street, Enfield, EN1 3XW**

If you require any assistance in completing this form, please contact the business rates team on **020 8379 4766**.

SMALL BUSINESS RATE RELIEF

IMPORTANT: THESE NOTES FORM PART OF THE APPLICATION FORM.

Small Business Rate Relief can only be claimed for one property.

This form may be used for a first application for Small Business Rate Relief in respect of a property or for a fresh application that is required because the ratepayer has taken up occupation of an additional property. Section 2 must be completed for a first application and section 3 for a fresh application. The appropriate part of the declaration in Section 4 must also be completed.

This relief is only available to ratepayers who occupy either:

- (a) one property, or
- (b) one main property and other additional properties, providing those additional properties each have a rateable value of less than £2,900.

The rateable value of the property mentioned in (a), or the aggregate rateable value of all the properties mentioned in (b), must not exceed £27,999 on each day for which relief is being sought. If the rateable value, or aggregate rateable value, increases above those levels, relief will cease from the day of the increase.

You must notify us in writing within four weeks of the first day of any of the following changes:

Certain changes in circumstance will need to be notified to Enfield Council if you are in receipt of Small Business Rate Relief. The changes which should be notified are:

- (a) Taking up occupation of an additional property, and
- (b) An increase in the rateable value of a property occupied by you in an area other than Enfield which granted the relief.

However, if you take up a second property in England with a rateable value of £2,900 and above you will continue to receive the existing relief for one year. The council will remove the award after 12 months have expired.

Failure to notify us within four weeks of such a change will result in the relief being removed from the first day of the change.

WARNING – It is a criminal offence for a ratepayer to give false information when making an application for Small Business Rate Relief.