

# Application for Small Business Rates Relief



Civic Offices  
Gloucester Square  
Woking  
Surrey GU21 6YL

Telephone : 01483 755855  
Facsimile : 01483 768746  
E Mail : brates@woking.gov.uk  
Website www.woking.gov.uk

All properties in England occupied by the ratepayer must be listed. It should be noted that for any particular day, the billing authority will disregard the ratepayer's occupation of an additional property in England where-

(a) its rateable value shown in the local non-domestic rating list for that day is not more than £2,599 and  
(b) the aggregate rateable value on that day of all the properties the ratepayer occupies in England is not more than £25,499 (where the property for which relief is sought is situated in Greater London) or £17,999 (where the property for which relief is sought is situated outside Greater London).

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

- (a) a partnership  
(b) a trust, a trustee of that trust  
(c) a body corporate, a director of that body and in any case, a person duly authorised to sign on behalf of the ratepayer.

Name of Ratepayer	
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Financial Year to which application relates, or if part only the dates within a financial year for which relief is sought	
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Full address of property to which application relates	
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Business Rates Reference Number (if known)	
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Please list other properties in England occupied or owned, their rateable values and the Local Authority.

Full address of property	Rateable Value	Local Authority

continue overleaf if necessary

### Declaration

I confirm that the properties listed above are the only properties in England occupied or owned by * * insert name of ratepayer
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Please give the name, address and telephone number of the person authorised to deal with any enquiries where correspondence, including accounts, can be sent.

Address	Telephone Number	
	Email Address	
	Facsimile Number	

Signature		Name	
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Capacity in which signed (eg director)		Date	
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Please return completed application to: Woking Borough Council Business Rates Section, Civic Offices, Gloucester Square, Woking, Surrey, GU21 6YL

**Warning - It is a criminal offence to give false information when making an application for small business rates relief. This information may be shared with other local authorities.**