

Application for Small Business Rate Relief



Civic Offices,
Gloucester Square,
Woking,
Surrey GU21 6YL
Telephone 01483 755855
Email 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 £2,199; and
- (b) the aggregate rateable value on that day of all the properties the ratepayer occupies in England is not more than £21,499 (where the property for which relief is sought is situated in Greater London) or £14,999 (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, 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.

Name of Ratepayer

Financial Year to which application relates, or if part only the dates within a financial year for which relief is sought

Full Address of property to which application relates

Rate Account Reference Number (if known)

Please list other properties in England occupied or owned, their rateable values and the relevant 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

Please give name address and telephone number of person authorised to deal with any enquiries, and to whom correspondence, including accounts, should be sent.

	Telephone Number	
	E mail Address	
	Facsimile Number	

Signature Name

Capacity in which signed (e.g. Director) Date

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 for a ratepayer to give false information when making an application for small business rate relief.

This information may be shared with other local authorities.