



Enquiries to: **Billing Section**  
Direct Dial: **(024) 7637 6534**

billing.section@nuneatonandbedworth.gov.uk

Date:

Our Ref:

Place Ref:

If calling, please ask for Billing Section.



Dear Ratepayer,

### Small Business Rate Relief

I write with reference to non-domestic rates and Small Business Rate Relief ('SBRR'). This rate relief scheme has been operating since 2005 specifically to help small businesses with their rates bills. The purpose of writing is to invite you to apply for this relief if you think you may qualify.

Eligible properties up to £12,000 rateable value will receive 100% rate relief. Tapered relief will be applied on a sliding scale for qualifying properties that have a rateable value over £12,000 but up to £14,999. In addition, for eligible properties, the bill will be calculated using the small business rating multiplier. Eligible properties between £15,000 and £50,999 will receive no relief but will have the small business non-domestic rating multiplier applied to the calculation of their bill. Non-qualifying properties will have the standard non-domestic rating multiplier used in the calculation of their bills.

The relief is only available to ratepayers with either

- Occupy one property in England, or
- Occupy one main property and occupy other additional properties providing those additional properties have rateable values less than £2,899 and the total value of all properties remains under £19,999

The relief will be applied to one property only. The charge on the additional properties (under £2,899) will be based on the relevant non-domestic rating multiplier.

The ratepayer **must** notify the billing authority of particular changes in circumstances that may affect their entitlement to the relief, within four weeks starting on the day after the change occurred. These changes are:

- Increases in the rateable value of a property occupied by the ratepayer which is not in the area of the billing authority granting SBRR – these changes will have to be notified in writing; and
- The ratepayer coming into occupation of any property which is not mentioned in their original application for relief. Please note that relief can still be granted for a period of up to one year from taking on an additional property. For any additional properties occupied after 27/11/2025, this has been extended to 3 years.

I enclose an application form for you to complete and return to these offices should you wish to apply. I would ask you to return this form without delay, as there are time constraints on how far we can backdate this relief.

Should you have any further queries, please do not hesitate to contact these offices on the number mentioned at the top of this letter.

I look forward to hearing from you shortly.

Yours faithfully,

A handwritten signature in black ink, appearing to be 'J Fuller', with a long, sweeping underline.

Miss J Fuller  
Revenues Manager

UPRN  
PRN

**\*8449967\*** .

## Non-Domestic Rates - Application for Small Business Rate Relief

Please read the accompanying notes and complete all sections of this form. It must then be returned to: **Billing Section, Finance & Procurement, Town Hall, Coton Road, Nuneaton.**  
For enquiries please telephone (024) 7637 6534.

|  |  |
|--|--|
| 1. Name of Ratepayer.  |  |
| 2. Full Address of the business premises for which small business rate relief is sought. |  |
| 3. Address of any other business premises that the ratepayer occupies in England.        |  |

*(All properties in England occupied by the ratepayer must be listed).*

| Correspondence details |                 |
|------------------------|-----------------|
| Telephone Number:      | E-mail address: |
| Fax Number:            |                 |

*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.*

| Declaration.   |   |       |
|--|---|-------|
| I confirm that the business premises listed above is/are the only premises occupied by the ratepayer in England. | Signature of ratepayer or duly authorised person: | Date: |
|  | Capacity /Office held in the business:            |       |

**Warning – it is a criminal offence for a ratepayer to give false information when making an application for Small Business Rate Relief**

All information must be supplied in full to enable your application to be considered.

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**Change of Circumstances**

If the application is being made to notify the billing authority of a change in circumstances but the business premises for which the ratepayer is seeking relief remains unchanged, state:

a) the address of the additional commercial property in England which the ratepayer has started to occupy since making their first application for the valuation period:

.....

b) the date on which the ratepayer started to occupy the additional premises:

.....

*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-*

- (d) a partnership, a partner of that partnership.*
- (e) a trust, a trustee of that trust*
- (f) a body corporate, a director of that body, and*

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

|  |   |       |
|--|---|-------|
| <b>Declaration.</b>  |   |       |
| I confirm that the changes listed above are the only changes relating to the premises in England occupied by the ratepayer and the date of those changes has been accurately recorded. | Signature of ratepayer or duly authorised person: | Date: |
|  | Capacity /Office held in the business:            |       |

**Warning – it is a criminal offence for a ratepayer to give false information when making an application for Small Business Rate Relief**

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**NOTES**

**Rate Relief for Small Businesses**

Eligible businesses with rateable values of up to £12,000 will receive 100% rate relief on their liability. Tapered relief will be applied on a sliding scale for qualifying properties that have a rateable value over £12,000 but up to £14,999. In addition, for eligible properties, the bill will be calculated using the small business rating multiplier. Eligible properties between £15,000 and £50,999 will receive no relief but will have the small business non-domestic rating multiplier applied to the calculation of their bill. Non-qualifying properties will have the standard non-domestic rating multiplier used in the calculation of their bills.

The relief is only available to ratepayers who either

- Occupy one property, or
- Occupy one main property and occupy other additional properties providing those additional properties have rateable values less than £2,899 and the total value of all properties remains under £19,999

The relief will be applied to one property only. The charge on the additional properties (under £2,899) will be based on the relevant non-domestic rating multiplier.

**Interaction with other reliefs**

- > Where a property is eligible for charitable rate relief and small business relief it shall receive charitable relief;
- > Where a property is eligible for rural rate relief and small business rate relief it shall receive rural rate relief;
- > Where a property is eligible for all three reliefs it shall receive charitable relief.

If you have any further questions, please contact us on (024) 7637 6534 or by e-mail to: [billing.section@nuneatonandbedworth.gov.uk](mailto:billing.section@nuneatonandbedworth.gov.uk)