

## APPLICATION FOR SMALL BUSINESS RATE RELIEF

Information to be supplied by ratepayers seeking relief under  
Non-Domestic Rating(Small Business Rate Relief)(Amendment)(England)Order 2006

**PLEASE READ THE ENCLOSED GUIDANCE BEFORE COMPLETING THIS FORM**

Account Ref:

1(a) The Period or dates for which relief is sought

(b) Name & Address of the ratepayer

2(a) Address of the premises for which relief is sought

(b) Is this the only business premises in England you occupy?    Yes     No

(c) Give address and Rateable Values of any other business premises you occupy in England  
(use extra sheets if necessary)

3. If the application is being made to notify the billing authority of a change in circumstances state:

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

(b) The date on which you started to occupy the property

(c) Change in Rateable Value of a property you occupy and date of change

\* I confirm that the properties listed in paragraph 2 are the only ones in England occupied by the ratepayer

OR

\* I confirm that the changes listed in paragraph 3 are the only changes relating to premises in England occupied by the ratepayer and the date of the changes have been recorded accurately

(\* Delete as appropriate)

**Please sign the declaration below and return the completed form to:**

**Communities and Business Services Directorate  
P.O.Box 30,  
Town Hall,  
Preston  
PR1 2GD**

**Any enquiries about this relief or other Business Rates matters can be made by telephoning 01772 906972.**

**I HEREBY CERTIFY THAT THE STATEMENTS ABOVE ARE CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF.**

**Name..... Signature..... Date.....**

**Contact telephone number .....**

**Data Protection** This authority is under a duty to protect the public funds it administers and to this end may use the information you provide, within this authority, for the prevention and detection of fraud. It may also share this information with other bodies administering or in receipt of public funds solely for these purposes.

**Preston City Council will use your information for Business Rates purposes and in a manner compatible with the Data Protection Act. Any disclosures or sharing information will only take place if required or allowed by law. For further information please visit [www.preston.gov.uk](http://www.preston.gov.uk) .**