



Business Rates Section

Contact:
Tel: 01744 675264
email:
businessrates@sthelens.gov.uk
Write to:
St Helens Borough Council-Business Rates
POBox 10592 Nottingham NG6 6DP

Our Ref: BRSBRR

Your Ref:

Date:

Business Rates - Application for Small Business Rate Relief

Account Number:

Please find overleaf an application form for Small Business Rate Relief.

You should read the guidance notes provided and complete the form as directed.

Please correct any errors in those parts of the form that have been pre-printed.

To verify entitlement to the relief please provide evidence of your liability and occupation of the premises e.g. copy lease, utility bills, business bank statement, invoices

If you require any further information please contact the Business Rates Section as above.

In order to maintain the accuracy of our records and confirm entitlement to reliefs awarded the Local Authority will periodically review any relief granted.

Business Rates

Telephone : (01744) 675264 (Mon to Fri 10:00am til 4:00pm)

e-mail: businessrates@sthelens.gov.uk

Post to:

St Helens Borough Council-Business Rates, PO BOX 10592, Nottingham NG6 6DP



ST HELENS
BOROUGH COUNCIL

Issue Date:

Application for Small Business Rate Relief

1 Ratepayer and Contact details

	Name of Liable Ratepayer (Please correct if pre-printed)	
	Trading Name	
	Contact Address	
	Telephone Number email address	

2 Initial Application

a	Period for which relief is being sought: to 31 March 2026
b	Full Address of the property for which small business rate relief is being sought	

Account Number:		Property Reference:		Rateable Value:	
c	Is there any other business property in England occupied by you?	No <input type="checkbox"/>	Yes <input type="checkbox"/>	Please provide details	

3 Change in Circumstances

a	Please provide details of the change in your circumstances (e.g. additional property occupied/ premises vacated)	
b	The date on which the change occurred	

Declaration *(Please delete the sentence that does not apply)*

I confirm that the properties listed in section 2 are the only properties in England occupied by the Ratepayer listed in section 1 above

OR

I confirm that the change listed in section 3 is the only change relating to properties in England occupied by the Ratepayer listed above, and that the date of change has been accurately recorded.

Signature of the ratepayer, or person authorised to sign on behalf of the ratepayer.

Name _____ Signed _____

Capacity of the person signing _____ Date _____

Daytime Tel: _____ email address: _____

WARNING: It is a criminal offence to give false information when making an application for small business rate relief

The information provided on this form will be processed in accordance with the requirements of Data Protection Legislation.

It will be treated as confidential and used in the assessment and collection of the National Non-Domestic Rate liability. Under the Council's Liability to protect public funds and to detect and prevent fraud, it may be shared with other Council sections and other relevant bodies (including other Authorities, Police, Government Departments) when you have given consent or when allowed to by law. The full Privacy Notice can be viewed online at www.sthelens.gov.uk/business/business-rates/business-rates-privacy-notice/

Guidance Notes

This form should be used for the initial application for small business rate relief in any valuation period, or for a review of the application required due to a change in circumstances e.g. if the ratepayer has taken up occupation of an additional property.

Section 1 - must be fully completed in all cases

Section 2 - must be completed for the initial application, and all properties in England occupied by the ratepayer must be listed.

Section 3 - should be completed to notify of a change in the ratepayer's circumstances.

Declaration - must be completed in all cases, and the sentence which is not applicable deleted.

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 corporate body - a director of that body, and

in any other case - a person duly authorised to sign on behalf of the ratepayer e.g. an agent.

The Council will require additional evidence to verify your liability for, and occupation of, the property e.g. Copy lease, utility bills, Business bank account ,Invoices

Small business rate relief can only be claimed for **one** property.

If ratepayers occupy more than one property, entitlement to relief depends on the rateable values of the other properties they occupy. Business rate charges for the other properties remain payable as billed.

In calculating entitlement to relief the billing authority will disregard the ratepayer's occupation of an additional property in England on any particular day where:

- (a) its rateable value shown in the local non-domestic rating list for that day is not more than £2,899; and
- (b) the aggregate rateable value on that day of all the properties the ratepayer occupies in England is not more than £19,999

If the above criteria are met, relief will be granted as follows:

RV of Property	Amount of Small Business Rate Relief
£1 to £12,000	100% Relief
£12,001 to £14,999	Relief reducing on a sliding scale from 100% to Nil

For all non-domestic properties with a rateable value under £51,000, the business rate charges will be calculated using the lower small business multiplier.

The rateable value (RV) of a property is shown in paragraph 2b of the application form or on your bill.

Changes in circumstances must be notified to the Business Rates Section at the earliest opportunity. Entitlement to relief will be recalculated on the criteria outlined above taking into account the changes.

For example: -

If you have vacated the premises or ceased to be the liable ratepayer you must advise the authority with the vacation/cessation date and details of the new ratepayer.

Where ratepayers occupy properties in more than one area, if the rateable value of a property outside the area of the billing authority granting the relief goes up, they must notify that billing authority of the increase.

If, after a relief has been awarded, the ratepayer occupies an additional property the billing authority must be provided with details of the new property and the date of occupation.

If entitlement ceases to be applicable due to occupation of an additional property, then the existing small business relief can continue for up to 12 months after the date of the change.

