

our ref
your ref
please ask for **Business Rates**
direct dial **01473 433851**
email **business.rates@ipswich.gov.uk**



**Grafton House
15-17 Russell Road
Ipswich Suffolk
IP1 2DE**

**Switchboard:
01473 432000**

**Minicom:
01473 432526**

www.ipswich.gov.uk

Small Business Rate Relief

The government introduced a scheme to help small businesses with their business rates with effect from 1 April 2005.

If you occupy one property only in England and its rateable value is less than £15,000 in the 2005 Rating List, you will qualify for Small Business Rate Relief (SBRR).

If you occupy a second property and the rateable value is below £2,200 in the 2005 Rating List, it is possible that you may still qualify for SBRR on the first property. You will not, however qualify for SBRR on the second property. Please telephone the Business Rates Office on 01473 433851 for further details, as other conditions may apply.

Under new arrangements ratepayers are required to apply for SBRR only once between each revaluation of non-domestic properties provided certain defined circumstances do not change. An additional condition of entitlement to SBRR will be that you must notify the Council of particular changes in circumstances that may affect your entitlement to the relief, within 4 weeks starting on the day after the change occurred.

- Increases in the rateable value of a property that you occupy which is not in the area of the Council granting the SBRR, these changes will have to be notified in writing; and
- If you occupy a property which is not mentioned in your application for SBRR, you must notify these changes through a fresh application for SBRR.

If you wish to be considered for SBRR for the year commencing 1 April 2007, please complete and return the application overleaf to Ipswich Borough Council, Business Rate Office, Grafton House, 15/17 Russell Road, Ipswich IP1 2DE. You will need to list all of the business properties that you occupy in England. Provided your circumstances do not change, you will not be required to make a further application until the financial year 2010/11.

The table below shows how the scheme works:

Rateable value of your property	Help you can get under the scheme
Less than £5,000	Your rates can be reduced by 50%
£5,000 or more but less than £10,000	Your rates can be reduced by up to 50%, on a sliding scale, depending on the rateable value of the property
£10,000 or more but less than £15,000	Your rates can be slightly less than for a ratepayer who has more than one property.

If your application is successful we will grant the relevant amount of relief and issue a Business Rate bill for the appropriate financial year. Please pay the instalments on your bill until we send you a revised bill confirming that you qualify for SBRR.

If you have any questions about the scheme please telephone the Business Rate Office on 01473 433851.

Head of Revenues



Application for Small Business Rate Relief

Article 2 (6) of the Non-Domestic Rating (Small Business Rate Relief) (England) Order 2006

Please state the valuation period for which relief is sought

1st April 2007 to 31st March 2010

Your Account reference

Name of the ratepayer (this should be the name on the Business Rates bill)

If this is the **first** application in the valuation period, please state the address for which Small Business Rate Relief is sought

(a)1

Please list the full addresses (including postcodes) of all business premises in England that are occupied by the ratepayer

(a)2

I confirm that the premises stated in (a)1 & (a)2 above are the only premises in England occupied by me.

If the application is being made to notify of a change in circumstances but the property for which the ratepayer is seeking relief remains unchanged, state the property in England for which the ratepayer has started to occupy since making the first application for the valuation period and the date the ratepayer started to occupy that property.

(b) Address

Date

I confirm that the changes listed in (b) above are the only changes relating to the properties in England occupied by me.

Signature of the ratepayer

Date

Print name of signatory

Capacity of person signing

Section 43 (4D) of the Local Government Finance Act 1988 makes it a criminal offence for a ratepayer to give false information when making an application for small business rate relief.

This form must be signed by the ratepayer making the application and must be sent to

**Ipswich Borough Council, Business Rates Section
Grafton House, 15-17 Russell Road, Ipswich IP1 2DE**