

**Letters to:** Business Rates Service, PO Box 10505, Wood Green, N22 7WJ

**Tel:** 020 8489 3551 (Mon-Fri 08:45 – 17:00)

**Fax:** 020 8489 5908

**www.haringey.gov.uk**

**email:** council.tax@haringey.gov.uk



## Application for Small Business Rate Relief - 2008/2009

Please read the following notes before completing the following application. Completed forms should be returned to: London Borough of Haringey (Benefits & Local Taxation Division), PO Box 10505, Wood Green, London N22 7WJ.

If you are unsure of your entitlement, or would like more information on the Small Business Rate Relief Scheme, please telephone the Business Rate Team on 020 8489 3551. Lines are open from 08.45 to 1700 hrs Monday to Friday. Alternatively, you may wish to visit [www.mybusinessrates.gov.uk](http://www.mybusinessrates.gov.uk), where you will be able to view a full summary of the scheme.

A scheme to provide rate relief for small businesses was introduced on 1 April 2005, specifically targeted at businesses that occupy only one property.

- The scheme is based on the rateable value of your premises and if your rateable value is below £5,001, we may be able to reduce your rates bill by 50%, including any transitional relief or surcharge.
- If the rateable value of your premises is between £5,001 and £9,999, relief will decrease on a sliding scale by approximately 1% for every £100 of rateable value up to £9,999, i.e. 49% relief for a rateable value of between £5,001 - £5,100, 48% relief for a rateable value of between £5,101 - £5,200, falling to a minimum of 1% relief for a rateable value between £9,900 - £9,999.
- If the rateable value of your premises is between £10,000 and £21,499 you will not be entitled to any relief but may be entitled to pay at a lower rate as you may not have to pay the supplement added to the business rate multiplier of the businesses which do not qualify for the small business rate relief.
- The scheme is only available to ratepayers who occupy either one property, or one main property and other additional properties, providing each of the additional properties have rateable values below £2,200 and the total amount of all the rateable values is less than £21,500. In this instance, any reduction you receive will only apply to the main property.

If you wish to apply, please complete the enclosed application form. **It will not be necessary for you to re-apply again until the year 2010, which is the effective date of the next re-valuation. You must however remember to tell us if your circumstances change before then in case your entitlement needs to end.**

# APPLICATION FOR SMALL BUSINESS RATE RELIEF 2008/09

Customer reference  
number:  
Name of ratepayer:  
Address:

Rateable Value:                      £

Please provide details of any other business rates assessments that you are responsible for – even if they are not in Haringey. Please write **none** if there are no other. Remember, if you become responsible for another property in the future or the rateable value of a property you have shown below increases, you must notify us in writing within 28 days of the change as a new application will be required.

Address	Rateable Value	Local Authority

If you are not currently receiving Small Business Rate Relief and would also like to apply for the reduction for the 2007/08 year, please tick this box

**DECLARATION - WHICH MUST BE SIGNED** (If this declaration is not signed you will not receive any small business rate relief.)

**I declare that the contents of this document are true to the best of my knowledge. I understand that if I knowingly give false information that I may be liable for prosecution and/or subject to a fine.**

**I confirm that this is the only property in England that I have made an application for small business rate relief.**

Signature of Ratepayer (or person authorised to sign)	
Print Name	
Your position within organisation	
Telephone Number	
Date	