



City of Lincoln Council, Revenues & Benefits
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Date:

Dear Business Ratepayer,

Small Business Rate Relief Scheme – Application

Please find enclosed with this letter an application form for the Small Business Rate Relief, which was introduced on 1st April 2005.

I am sending this letter to you in order to allow you to look at the criteria for this scheme and invite you to apply for the rate relief if you believe you could qualify for a reduction in your Business Rates.

We require an application for each unique property and account reference number

Please read the remainder of pages 1 and 2 and then complete the application form on pages 3 and 4.

**THE RATEABLE VALUE (RV) OF YOUR PROPERTY IS
SHOWN ON YOUR BILL**

SECTION 1 tells you about the scheme

SECTION 2 tells you whether or not you may qualify for the relief

SECTION 3 tells you how to contact us.

SECTION 1 – GENERAL ADVICE AND INFORMATION

How is the relief calculated?

Relief is awarded on a sliding scale. Properties with a RV below £12,000 receive 100% relief and this reduces by 1% for every £30 of RV above £12,000.

Businesses, such as Charities, already receiving Mandatory relief cannot apply.

What happens after I apply? If we can award relief it will be granted and an amended bill will be issued. If your application is unsuccessful we will advise you in writing. In certain circumstances we may need to ask you for additional information.

What happens if my circumstances change after I have applied? If you move into another property **ANYWHERE IN ENGLAND** or the RV of any of your properties **changes** you must tell us. **YOU MUST DO THIS WITHIN 4 WEEKS OF THE CHANGE** otherwise you will lose some of your relief entitlement.

Offences






Remember that it is a criminal offence to make a false application. If we subsequently become aware that relief should not have been awarded it will be withdrawn and criminal proceedings will be taken. You must also tell the Council of any change of circumstances that may affect your entitlement.

Further information is available on www.lincoln.gov.uk or www.mybusinessrates.gov.uk.

SECTION 2 – PROPERTIES WITH RV's LESS THAN £15,000.

You may qualify for small business rate relief if your business property has a RV of less than £15,000 **and** where you **either** only occupy one property anywhere in England **or** occupy more than one property with the main property having a RV of less than £15,000 and the others **each** having a RV of less than £2,900 **and** where the aggregate RV of **all** your properties is less than £20,000. Relief will **only** be given on one property. For the purpose of the scheme empty properties are ignored.

SECTION 3 – how to contact us

-  Ring us on 01522 873342
-  Write to us at City of Lincoln Council, PO Box 1257, Lincoln, LN5 5PQ
-  Fax us on 01522 542569
-  Email us at revenues@lincoln.gov.uk
-  Call in and see us at City Hall, Beaumont Fee, Lincoln, LN1 1DB

Yours faithfully
Revenues Team

APPLICATION FOR SMALL BUSINESS RATE RELIEF

CITY OF LINCOLN COUNCIL

NORTH KESTEVEN DISTRICT COUNCIL

WEST LINDSEY DISTRICT COUNCIL

PLEASE MAKE SURE YOU HAVE READ ALL OF THE INFORMATION WE HAVE PROVIDED BEFORE MAKING AN APPLICATION – REMEMBER IT IS A CRIMINAL OFFENSE TO MAKE A FALSE CLAIM

You must complete all of the sections and please don't forget to sign the declaration at the end.

Reference number (found on your NNDR bill)	
Property ref no (found on your NNDR bill)	
Address to which Small Business Rates Relief is being applied for	
Date that you occupied this property	
Your name (plus any trading names)	
Limited company name (including company reg no)	
Correspondence address (if different to above)	
Telephone number	
E-mail address	
List here the full postal addresses, including any post codes, of any other business properties in England that you occupy	
List here the full postal addresses, including any post codes, of any other business properties in England that you own but do not occupy	

APPLICATION FOR SMALL BUSINESS RATE RELIEF DECLARATION

I confirm that the properties I have listed on the front page of this application form are the only properties occupied by me/my company, ANYWHERE IN ENGLAND.

I also confirm that to the best of my knowledge the information I have given on this form is true and complete. I give the Council permission to check the information if they wish to do so.

I will tell the Council, in writing and straight away, if anything changes that could affect this application, such as:

- moving into additional business premises anywhere in England
- if the rateable value changes on any business premises that I occupy in England

Signature of the ratepayer or person authorised to sign on behalf of the ratepayer (see notes below)

Signed	
Full Name (please print)	
Capacity of the person signing	
Date	

SEND YOUR COMPLETED APPLICATION TO:

Post City of Lincoln Council, PO Box 1257, Lincoln, LN5 5PQ
E-mail revenues@lincoln.gov.uk
Fax 01522 873546

Notes

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 sole trader – only that person can sign the application
- (b) a partnership – the application must be signed by one or more partners
- (c) a limited company or body corporate – a director needs to sign
- (d) a trust – one or more of the trustees must sign