

SMALL BUSINESS RATE RELIEF (SBR)

Who qualifies for Small Business Rates Relief?

The Relief is available to a ratepayer who occupies either:

- one property, or
- one main property and other additional properties, providing the additional properties do not have individual rateable values of more than £2,899 and the combined rateable value of all the properties is under £20,000. **The main property is the only one that will have the Relief applied to it.**

How much Relief can be applied?

With effect from 1 April 2017 eligible businesses with rateable values of below £12,000 will get 100% rate relief on their liability. This relief will decrease on a sliding scale for rateable values over £12,000 up to £15,000. If a ratepayer takes on an additional property which would have previously disqualified them from receiving the Relief, they will continue to receive their existing Relief for 12 months.

SMALL BUSINESS NON-DOMESTIC RATING MULTIPLIER

With effect from 1 April 2017, ratepayers who are not entitled to another mandatory relief or are liable for Unoccupied Property Rates and occupy a property with a rateable value of less than £51,000 will have their bill calculated using the lower Small Business Non-Domestic Rating Multiplier rather than the National Non-Domestic Rating Multiplier.

HOW TO APPLY

In order to determine eligibility to Relief you should complete the application overleaf. Your completed form should be returned to the address shown below:

- visit our website: www.solihull.gov.uk/Business/Business-rates
- email: businessrates@solihull.gov.uk
- phone: the Business Rates Team 0121 704 8173.
- write to us at: Income and Awards, PO Box 1761, Council House, Solihull, B91 9RR.

If Relief is granted, providing you continue to satisfy the conditions for Relief which apply at the relevant time as regards the property and the ratepayer, you will not need to reapply for the Relief in each new valuation period.

If you need any assistance, please contact the Business Rates Team on the number shown above.

REPORTING CHANGES IN CIRCUMSTANCES

The changes you need to notify us of are:

- the ratepayer vacating a property,
- the ratepayer taking up occupation of a property they did not occupy at the time of making their application for Relief, and
- an increase in the rateable value of a property occupied by the ratepayer in an area other than the area of the local authority which granted the Relief.

Notification of these changes must be given in writing to Solihull Metropolitan Borough Council within 4 weeks of the day on which the change happened. If your business ceases to be eligible on a day during the financial year, the Relief will cease on that day.

DATA PROTECTION – FAIRER PROCESSING NOTICE

Your information may be shared with other council services and partner organisations to ensure our records are kept accurate and to help us to identify services, reliefs or exemptions you may be entitled to or interested in. We may also need to share your information for the prevention and detection of fraud and/or other crimes or as the law requires. For further information about how we use your information please refer to the Council's Privacy Notice on www.solihull.gov.uk or contact systemscontrol@solihull.gov.uk

Solihull Metropolitan Borough Council Application for Small Business Rate Relief

(Before completing, please read the notes on the reverse of this form).

1. Name of business or organisation

Address of business or organisation

2. If the business **is not** Limited please provide:

the name of the sole trader or partner(s)

the address of the sole trader or partner(s)

3. Is the business a Limited company registered with Companies House?

Yes

No

4. Please supply the address of the property for which Relief is being claimed

5. Please supply the Solihull MBC Bill Account Number for the above property

6. Please confirm the date the property was occupied

7. Please supply the address(es) of additional properties within England or Wales which you own or use for Non-Domestic purposes

(continue on a separate sheet if necessary)

Declaration

- I understand that knowingly making a false statement on my application is a criminal offence which could result in up to three months imprisonment or a scale 3 fine or both.
- I declare that the information I have provided is complete and accurate to the best of my knowledge.
- I will notify the Council in writing (within 4 weeks) if there are any changes which may affect my entitlement to this Relief.

Signature

Date

Capacity in which signed

Your daytime phone number

Your email address

You do not have to tell us your phone number or email address but it may help us to deal with your application more quickly.