

**REVENUES AND BENEFITS ACCOUNT**

You now have 24/7 access to your Council Tax account using the secure eService key shown on the front of your latest bill. This service offers you the following options:

- Report changes
- Apply for discounts
- Set up a direct debit
- View Council Tax, accounts and charge/ payment history
- View benefit statements and details of your next benefit payment
- Register for e-billing



You will be able to access your account online via the Middlesbrough Council website; or go to [www.middlesbrough.gov.uk/rbaccount](http://www.middlesbrough.gov.uk/rbaccount)

You can already make a benefit claim or claim for Council Tax Reduction online, and report changes in circumstances.

There is 24/7 access via the Middlesbrough Council website; or go to [www.middlesbrough.gov.uk/benefitclaim](http://www.middlesbrough.gov.uk/benefitclaim) or [www.middlesbrough.gov.uk/benefitchanges](http://www.middlesbrough.gov.uk/benefitchanges)

Dear Sir/Madam

**SMALL BUSINESS RATE RELIEF FORM FOR THE FINANCIAL YEAR 2020/2021**

**ADDRESS :**

**RATEABLE VALUE : £**

A small business rate relief scheme exists that is designed to help small businesses pay their business rates, which currently means that some businesses may have nothing to pay.

Small Business Rate Relief may be awarded where the following conditions apply:-

1. Occupied properties with a rateable value up to £12,000 will receive 100% rate relief. For properties between £12,000 and £15,000 Small Business Rates Relief will be awarded on a sliding scale, and the amount due will be calculated using the small business non-domestic rating multiplier of 49.9p.
2. For properties between £12,000 and £15,000 Small Business Rates Relief will be awarded on a sliding scale, and the amount due will be calculated using the small business non-domestic rating multiplier of 49.9p.
3. Relief is extended to ratepayers who occupy other properties in England that individually have a rateable value of less than £2,900, providing the total rateable value of all the properties occupied is less than £20,000. **Small Business Rate Relief is only awarded to the property with the highest rateable value.** Those other properties with rateable values of less than £2,900 will be billed based on the smaller multiplier of 49.9p.  
**Please Note:** Single properties or multiple properties with a rateable value or combined rateable value of £20,000 or more do not qualify for small business rate relief.

Please complete **Section A** if you wish to apply for this relief, or **Section B** if you no longer own or have ceased to be responsible for this property, and return the form to this office.

You are welcome to contact this office if you require any assistance completing this form or need any further help or advice about your business rates.

Yours faithfully

Revenues and Benefits Caseworker

## APPLICATION FOR SMALL BUSINESS RATE RELIEF (SBRR)

### SECTION A

This application must be signed by the ratepayer. Where the ratepayer is a company/partnership, it should be signed by a director of that company/one of the partners and the person signing should state their capacity.

Please tick either box below to show whether the business occupies only a single property or more than one.

**SINGLE PROPERTY APPLICATION – Please see section 1 and 2 overleaf**

I confirm I am the ratepayer of the address shown overleaf and this is the only premises occupied by the business in England.

**Please sign the declaration below.**

**RATEPAYERS WITH MORE THAN ONE PROPERTY – Please see section 3 overleaf**

I confirm I am the ratepayer of the address shown overleaf, and detailed below are all of my other business premises in England:-

Property Reference Number/ Account Number	Property Address	Postcode	Current Rateable Value	Applied or Applying for SBRR (YES/NO)	Occupied (YES/NO)

**Please sign the declaration below.**

**Declaration - I confirm:-**

- I am the ratepayer of the address shown overleaf and wish to apply for small business rate relief.
- I authorise the Council to make any necessary enquires to check the information provided.
- I understand this application is for the financial year 2020/21 only, and a new application is required annually.
- I understand that it is a criminal offence for a ratepayer to give false information when making an application for small business rate relief.

<b>Signature of Ratepayer:</b>	<b>Business, and/or trading, name(s):</b>
<b>Print name of signatory:</b>	<b>Date:</b>
<b>Position of signatory:</b>	<b>Telephone No:</b>

### SECTION B

1. The property ceased to be occupied on .....
2. The property ceased to be my responsibility on .....
3. Name of new owner(s)/responsible party .....
4. Contact Address of new owner(s)/party if different to property address .....

You may check your valuation by visiting the Valuation Office website at [www.voa.gov.uk](http://www.voa.gov.uk) or by contacting them directly **03000 501501**. All valuation enquiries should be addressed to the Non-Domestic Rating North East, Valuation Office Agency, 7<sup>th</sup> Floor, Castle House, 31 Lisbon Street, Leeds, LS1 4DR

**Data Protection Statement**

By completing this document you give Middlesbrough Council the authority to collect and retain information about you for the purpose of Local Taxation Records. The information collected about you will depend upon the nature of your relationship with Authority. Under certain circumstances the Authority may check the information provided by you, or information provided about you by Public Bodies with other information held by the Authority.

Middlesbrough Council may also obtain or disclose information about you from certain Public Bodies, in order to check the accuracy of information; prevent or detect crime; or protection public funds in other ways, as permitted by law. These public bodies include other Local Authorities and Government Departments.

Middlesbrough Council is the Data Controller for the purposes of the Data Protection Act. If you want to know more about the information the authority holds about you, or the way the Authority uses that information please contact the Data Protection Officer, Middlesbrough Council Members' Office, PO Box 503, Town Hall, Middlesbrough, TS1 9FX