



## Small Business Rate Relief and Buffer Zone Application Form

Article 4 of the Non-Domestic Rating (Small Business Rate Relief) (England) Order 2004.

Please complete and sign this form and send it to the **Business Rates Service, PO Box 3, Manchester M15 5BA**. You can also fax it to us on **0161 274 7215**.

Name	
Contact address	
Phone number	
Email address	
Address of the property you are applying for relief on	
Business rates reference number	
Date you want the relief to start	
<b>Please give any other business addresses you have or have had an interest in since the date given above. Include those you have or have had a joint interest in.</b>	
Other business address 1	Address
	Date of occupation
Other business address 2	Address
	Date of occupation
Other business address 3	Address
	Date of occupation
Other business address 4	Address
	Date of occupation
<b>This application must be signed by the ratepayer, or where the ratepayer is a company, by an employee of that company. Without exception, any refund of Business Rates as a result of this application will be made directly to the ratepayer and not to a third party.</b>	
<b>I confirm that the properties above are the only business properties in England that I occupy.</b>	
Position in business	
Signature of ratepayer	
Date	
<p>If your <b>circumstances change</b>, you must <b>tell us</b> (the Business Rates Service) <b>immediately</b>.  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.</p>	