



Revenues  
White Cliffs Business Park  
Dover  
Kent CT16 3PJ

Telephone: (01304) 821199  
Fax: 01304) 872188  
DX: 312  
Minicom: (01304) 820115  
Website: www.dover.gov.uk

Contact: Non-Domestic Rates Section  
Helpline: (01304) 872195  
e-mail: nndr@dover.gov.uk

### National Non-Domestic Rates – Application for Small Business Rate Relief

Payer Reference Number:

Name and Address of Ratepayer:

Address of Hereditament (Property) for which relief is sought:

Please state the year for which you are claiming relief. If for part only of the year, please state the dates within the financial year for which relief is sought:

Please state the full address of any other property occupied by you or for which you pay Business Rates. If none, please state NONE.

I confirm that the hereditaments shown above are the only hereditaments in England occupied by

(please insert the name of the ratepayer here)

Signed..... Date

Full Name

Capacity in which signed

Contact Telephone Number:

Email address:

Acceptable signatories: Owner/occupier; where the ratepayer is a partnership, a partner;  
where the ratepayer is a trust, a trustee; where the ratepayer is a corporate body, a director

**PLEASE NOTE THAT IT IS A CRIMINAL OFFENCE FOR A RATEPAYER TO GIVE FALSE INFORMATION WHEN MAKING AN APPLICATION FOR SMALL BUSINESS RATE RELIEF**

**Relief Available:**

Eligible properties with a rateable value of less than £5,000 get 50% relief. Relief decreases on a sliding scale of 1% for every additional £100 rateable value below £10,000.

Eligible properties with a rateable value from £10,000 to below £15,000 will enjoy relief by having their rate bill calculated using the small business non-domestic rating multiplier.

**Qualification Requirements:**

The property rateable value must fall within the above thresholds.

The property must meet the criteria on 1 April of the relevant year.

The ratepayer must occupy only one property, within the above thresholds or one main property, and the additional properties have rateable values less than £2,200 and the total rateable value of all properties remain within the above thresholds.

**The Charge on the other properties:**

The additional property (those under £2,200 rateable value) charges will be calculated using the higher non-domestic rating multiplier.

**Application:**

The application must contain all relevant information. A separate application must be made for each financial year.

If you have any queries, or wish to discuss the matter further, please contact the National Non-Domestic Rates telephone helpline at Dover District Council: telephone (01304) 872195.