



**ISLINGTON**

**Revenues and Benefits Service  
Islington Council  
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London N7 9WF**

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## **Small Business Rates Relief (SBRR)**

### **Notify us of a change in circumstances**

Small Business Rates Relief is available if your business occupies only one property with a rateable value of less than £15,000.

If your business occupies more than one property in England it is available if your additional property or properties all have rateable values under £2,900 and the total rateable value of all the properties is under the London threshold of £28,000. If this is the case, relief is available on the main property.

Relief is not available on any additional properties unless the second property is or was occupied after 24 February 2014, in which case one year's overlap is permitted.

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### **Please complete all sections of this form**



**Please note:** You can complete Sections 1 to 4 by typing into the fields on this PDF, however, you must print and sign this document in Section 5 before posting it or emailing it to the Revenues and Benefits Service at the addresses above.

#### **Section 1 – Original SBRR application details**

Date of issue	
Business rates account number	
Property reference number (as shown on your business rates bill)	

## Section 2 – Name and address of ratepayer

Official ratepayer(s) name	
Address for correspondence	
Contact telephone number	
Email address	
Trading name	
Relief start date	
Landlord name and address	



**Please note:** If the rateable value of any of your properties changes, you must let us know in writing within 4 weeks of the change.

## Section 3 – Your property details

Property address for which you currently receive SBRR	
What are the premises used for? (e.g. shop, café, storage etc.)	
Address of the property you previously occupied if you have moved	
The date you occupied the property	

**Section 4 – Any other information** (please tick)

Are you a registered charity?	Yes		No	
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**Section 5 – Declaration** (please tick)

I declare that the changes in circumstances in <b>Section 3</b> are true and correct	
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**Signature of the ratepayer**  
or the person authorised to  
sign on behalf of the ratepayer

**Role or position of person  
signing** (e.g. Director)

**Print name**

**Date**



**Warning:** It is a criminal offence to give false information when making an application for SBRR.

- Occupied properties with a rateable value under £51,000 will automatically receive Small Business Rates Relief.
- Ratepayers who receive other mandatory relief are not eligible for Small Business Rates Relief.

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**Fair Processing Notice.**

Please see [www.islington.gov.uk/dataprotection](http://www.islington.gov.uk/dataprotection) for more information.