

# Application for Small Business Rate Relief

1. Please confirm the year(s) you are applying for:

2. Name of the Ratepayer, if this is a partnership please provide the names of all partners in the business.

3. What is your Trading Name?

4. If you are not a limited company please provide a home address for you and any partners.

5. Business Rate Account Number

(You can obtain this from your Business Rate Bill)

6. Company Number if the Ratepayer is a limited company:

7. Address of the premises that you are claiming relief for: –

8. Is this the only business premises in England that you occupy ? (Please Tick)

No

Yes

If no, please list the premises and provide a copy of each Business Rate Bill for those that are outside of this Council's area.

I declare that the information given in this form is true in all material respects.

*This declaration must be signed by the ratepayer. IE: the company director, a partner, sole trader or trustee.*

Name:

Signature of the ratepayer:

Position with Company:

Date:

Telephone Number:

Email Address:

It is a condition of the relief being granted that the ratepayer notifies the billing authority immediately if he occupies or ceases to occupy another property within England. It is a criminal offence for a ratepayer to knowingly or recklessly give false information on this form.

Please return this form to the address shown below. Should you have any queries a contact telephone number and email address is also below.

**Business Rate Section**  
**Corporate Services**  
**Civic Centre, Sunderland SR2 7DN**

**Telephone: 0191 561 1850**  
**Fax: 0191 553 1854**  
**Email: [business.rates@sunderland.gov.uk](mailto:business.rates@sunderland.gov.uk)**