



Selby District Council, Local Taxation Section,  
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# Small Business Rate Relief

Please refer to the Explanatory Notes before completing this form

Non-Domestic Rate Account Number: \_\_\_\_\_

Property Reference Number: \_\_\_\_\_

**Part 1: Ratepayer's Contact Details (refer to Note 1 on the Explanatory Notes)**

Name	_____
Address	_____
	_____
	_____
Post Code	_____
	Tel No _____
Email	_____

**Part 2:**

Date of Occupation of the property	_____
Period applied for (if different from date of occupation)	_____

**Please only complete either Part 3 or Part 4 – not both**

**Part 3:** Only complete this Part if this is your first application on the property or you do not currently receive Small Business Rate Relief (refer to Note 2 on the Explanatory Notes)

a) Address of the occupied property for which the relief is sought (if different from above)

Address	_____
	_____
	_____
Post Code	_____

b) List any other non-domestic properties which you occupy in England (continue on a separate sheet if necessary)

Address	_____
	_____
	_____
Post Code	_____

Address	_____
	_____
	_____
Post Code	_____

**Part 4:** Only complete this Part if you have occupied any other non-domestic property since your first application for Small Business Rate Relief (refer to Note 3 on the Explanatory Notes)

Address of any non-domestic property in England occupied since your first application (continue on a separate sheet if necessary)

Address	_____
	_____
	_____
	_____
Post Code	_____
Date Occupied	_____

Address	_____
	_____
	_____
	_____
Post Code	_____
Date Occupied	_____

**Part 5: Declaration** (refer to Note 5 on the Explanatory Notes)

I confirm that the information given on this form is true and complete.

I understand that I have a duty to report any changes in circumstances which may affect:

- ❖ my liability for Non-Domestic Rates
- ❖ my eligibility for Small Business Rate Relief

to the Non-Domestic Rates Section of Selby District Council within 4 weeks of the date of change.

I understand that it is a criminal offence for a ratepayer to give false information when making an application.

Signature of Ratepayer \_\_\_\_\_

Name of Ratepayer \_\_\_\_\_

Capacity of Person signing \_\_\_\_\_

(refer to Note 5 in the Explanatory Notes)

Date: \_\_\_\_\_

**Please refer to the Explanatory Notes before completing**

Enquiries: 8.30am to 5.00pm Monday / Tuesday / Thursday.  
10.00am to 5.00pm Wednesday  
8.30am to 4.30pm Friday