

**CAMBRIDGE CITY COUNCIL**  
**APPLICATION FOR SMALL BUSINESS RATE RELIEF**

Please complete all sections and return the form to the address shown below.  
Although you are not required to re-apply for relief each year you must notify the Council of any changes that may affect your entitlement to this relief.

**1 Name of the ratepayer making the application for Small Business Rate Relief.**

.....

**2 Address of the property in respect of which the ratepayer is making this application.**

.....  
.....

**3 Do you / your business occupy any other properties in England? Yes / No  
(please circle)**

**4 If 'Yes', what is the address of the property or properties?**

.....  
.....

**Declaration:**

I confirm that the property stated above is the only one in England occupied by me, other than those detailed at (4) above.

..... (Please print name) .....  
(signature of ratepayer)

Capacity within the business/company..... Date .....

**Please note: - the application must be signed by the rateable occupier or a person authorised to sign on behalf of the rateable occupier. Where the rateable occupier is a partnership it should be signed by a partner, where it is a trust, by a trustee of the trust and where it is a corporate body, by a Director of that body. The person signing must state his/her capacity within the business / company. his application cannot be signed by the Landlord or his agent or someone outside the company such as an accountant or rating advisor.**

Section 43(4D) of the Local Government Finance Act 1988 makes it a criminal offence for a ratepayer to give false information when making a claim for Small Business Rate Relief.

**Please return the completed form to:- The Business Rate Department, Cambridge City Council, Revenue Services, Mandela House, 4 Regent Street, Cambridge, CB2 1BY.**

**Account Reference:**