

Tŷ Penallta,  
 Parc Tredomen,  
 Ystrad Mynach,  
 Hengoed CF82 7PG

Penallta House,  
 Tredomen Park,  
 Ystrad Mynach,  
 Hengoed CF82 7PG



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Business Rates Team: [nndr@caerphilly.gov.uk](mailto:nndr@caerphilly.gov.uk) or 01443 863006

**Please give the address of the business premises you wish to claim relief on:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Rateable Value: .....

Property Ref. No: .....

Property Description: .....

**NNDR Account No:** .....

Please write in BLOCK CAPITALS.

Any question that cannot be answered in the space provided should be answered on a separate sheet, which should be signed and dated by the applicant. If you would like more information or help with the form please contact the Business Rates Team at the above address.

**NON-DOMESTIC RATE**  
**APPLICATION FOR SMALL BUSINESS RATE RELIEF**  
**Notice under Article 8 of the NDR (SBR) (Wales)(Amendment) Order 2018**  
*When completed, please return the application to the Business Rates Team at the above address*

<b>1 (a)</b>	Name of Ratepayer:	..... .....
<b>1 (b)</b>	Contact address of person responsible to whom future correspondence should be addressed:  Telephone number:  Email address:	..... ..... Post Code .....
<b>2</b>	Full address of premises for which small business rate relief is sought:	..... ..... Post Code .....
Please provide the information requested below		
<b>3</b>	<b>FOR CHILD CARE PREMISES with a Rateable Value of not more than £100,000.</b>  <b>(small business rate relief of 100%)</b>  Please <b>turn over</b> to complete this form	I am applying for relief on a CHILD CARE premises <input type="checkbox"/>  I confirm that the rating assessment is wholly occupied;  I confirm that the rating assessment is used wholly for the purpose of <b>child minding</b> or the provision of <b>day care</b> by a person registered under Part 2 of the Children and Families (Wales) Measure 2010.  Registered Provider .....
		Registration No. ....

<b>4</b>	Date from which small business rate relief is claimed:	
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I declare that the information given in this form is correct to the best of my knowledge and belief and I understand that I must advise the Council immediately if any of the circumstances change. I authorise the Council to undertake any inspection and/or checks to verify the details of this claim.

Name (BLOCK CAPITALS) .....

Signature .....

Capacity in which signed ..... Date .....

**Summary Privacy Notice – How we will use your information**

The information provided will be treated in accordance with the General Data Protection Regulation. It will be used by authorised employees and external bodies for the following purposes:

The management, administration and collection of a National Non-Domestic Rate (NNDR), to establish eligibility for other forms of statutory relief & allowances; to prevent and detect fraud, in order to collect revenues and protect the public funds; for Electoral purposes; to locate individuals for safeguarding of children or vulnerable adult cases and to assist the Council in delivering public services. If you are in receipt of rate relief(s) in respect of your rate liability, some of this information will be shared with the Welsh Government (WG) so that WG can complete its public duty.

You have a number of rights in relation to the information including the right of access to information we hold about you and the right of complaint if you are unhappy with the way your information is being processed.

For further information on how we process your information and your rights please use the following link:

**<https://www.caerphilly.gov.uk/CaerphillyDocs/FOI/PrivacyNotices/NNDR.aspx>**

**FOR OFFICE USE ONLY**

Granted/ Refused ( <i>Delete as appropriate</i> )	Effective Date .....
Authorised by .....	Date .....
Processed by .....	Date .....

Forms are available in Welsh, other languages or formats on request