



Penallta House  
Tredomen Park  
Ystrad Mynach  
Hengoed CF82 7PG  
Tel: 01443 863006  
Fax 01443 864004  
E-mail: nndr@caerphilly.gov.uk  
**Head of Corporate Finance**  
Nicole Scammell BA(Hons) ACMA

Tŷ Pendllta  
Parc Tredomen  
Ystrad Mynach  
Hengoed CF82 7PG  
Ffôn: 01443 863006  
Ffacs 01443 864004  
E-bost: nndr@caerphilly.gov.uk  
**Pennaeth Cyllid Corfforaethol**  
Nicole Scammell BA(Hons) ACMA

Date issued:

Rateable Value:  
Property Ref. No:  
Property Description:  
**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 Control/NNDR Team at the above address.

**NON-DOMESTIC RATE  
APPLICATION FOR SMALL BUSINESS RATE RELIEF  
Notice under Article 10 of the NDR (SBR) (Wales) Order 2008**

*When completed, please return the application to the Control/NNDR Team at the above address.*

|   |  |   |
|---|--|---|
| <b>1 (a)</b>  | Name of Ratepayer:   | .....<br>.....  |
| <b>1 (b)</b>  | Contact address of person responsible to whom future correspondence should be addressed:<br><br>Telephone number and e-mail address:   | .....<br>.....<br>..... Post Code .....   |
| <b>2</b>  | Full address of premises for which small business rate relief is sought:   | .....<br>..... Post Code .....  |
| Please complete <b>ONE</b> section from Section 3, 4 or 5 and provide information where requested |  |   |
| <b>3</b>  | <p><b>FOR RETAIL PREMISES (incl. restaurants, cafes, petrol filling stations and public houses) with a Rateable Value between £7,801 and £11,000 from 01.04.2010 (£6,501 and £9,000 to 31.03.2010): 25% relief</b></p> <p>Note: Retail premises with a rateable value of £7,800 or below from 01.04.2010 (£6,500 or below to 31.03.2010) are <b>not</b> required to apply for relief; it is automatically awarded.</p> <p>You are only entitled to claim relief in respect of <b>ONE</b> rating assessment in Wales at any time.</p> | <p>I am applying for relief on a RETAIL premises <input type="checkbox"/></p> <p>I confirm that the rating assessment is wholly occupied;</p> <p>I confirm that the rating assessment is used wholly or mainly for the purpose of <b>selling goods</b>;</p> <p>I confirm that neither the ratepayer nor anyone on his/her behalf has given notice to <b>any other billing authority in Wales</b> in respect of any other rating assessment.</p> |

|          |  |   |
|----------|--|---|
| <b>4</b> | <p><b>FOR CHILD CARE PREMISES with a Rateable Value between £2,001 and £12,000: 50% relief</b></p> <p>Note: Child Care premises with a rateable value of £2,000 or below are <b>not</b> required to apply for relief; it is automatically awarded.</p> | <p>I am applying for relief on a CHILD CARE premises <input type="checkbox"/></p> <p>I confirm that the rating assessment is wholly occupied;</p> <p>I confirm that the rating assessment is used wholly for the purpose of <b>child care</b> under Part XA of the Children Act 1989.</p> <p>Registered Provider .....</p> <p>Registration No. ....</p> |
|----------|--|---|

|          |   |  |
|----------|---|--|
| <b>5</b> | <p><b>FOR CREDIT UNION PREMISES with a Rateable Value between £2,001 and £9,000: 50% relief</b></p> <p>Note: Credit Union premises with a rateable value of £2,000 or below are <b>not</b> required to apply for relief; it is automatically awarded.</p> | <p>I am applying for relief on a CREDIT UNION premises <input type="checkbox"/></p> <p>I confirm that the rating assessment is wholly occupied;</p> <p>I confirm that the rating assessment is used wholly for the purpose of a <b>credit union</b> which is registered as such in accordance with the Credit Unions Act 1979.</p> <p>Registered Provider .....</p> <p>Registration No. ....</p> |
|----------|---|--|

**IMPORTANT: The Welsh Assembly Government has decided that this application-based Small Business Rate Relief Scheme will apply from 01.04.2008 to 31.03.2012.**

|          |   |              |
|----------|---|--------------|
| <b>6</b> | <p>Date from which small business rate relief is claimed (if later than 1<sup>st</sup> April 2008):</p> | <p>.....</p> |
|----------|---|--------------|

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 .....

**Data Protection Act 1998**

- The information provided on this form will be treated in accordance with the Data Protection Act 1998. It will be used for the following purposes:
- to establish liability to National Non-Domestic Rate (NNDR) and eligibility for other forms of statutory relief & allowances in relation to NNDR.
  - by authorised employees AND external bodies such as the Valuation Office Agency and tracing agencies for the purpose of management, administration and collection of NNDR.
  - data provided may be used by the Electoral Registration Officer for Electoral purposes.

**We must protect the public funds we handle and so we may use information provided to prevent and detect fraud. We may also share this information, for the same purposes, with other organisations that handle public funds.**

You are entitled to a copy of the information the Council holds about you for a fee of £10.00. If you wish to make a request to see your data or if you wish to object to the way in which it is being used, please contact: The Data Protection Officer, Caerphilly County Borough Council, Tredomen House, Tredomen Park, Hengoed, CF82 7WF. Telephone number 01443 864322 or e-mail [foi@caerphilly.gov.uk](mailto:foi@caerphilly.gov.uk).

**FOR OFFICE USE ONLY**

Granted/ Refused (*Delete as appropriate*) ..... Effective Date .....

Authorised by ..... Date .....

Processed by ..... Date .....

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