

Business Rates Deferral Scheme Application form

Ratepayer details	
Name	
Address and reference number (<i>which can be found on your bill</i>) of the property on which you wish to defer	
Telephone	
Fax (<i>where applicable</i>)	
Email (<i>where applicable</i>)	

Address for correspondence if different from the above	
--	--

If you have more than one property in the same council area, you only need to fill in one application form. **Please put details in the additional properties section of this form.** If you have properties in more than one council area, you will need to apply to each council separately.

Declaration

As the ratepayer I wish to apply for deferral of payment of business rates payable in respect of the financial year beginning on 1st April 2012.

Signature of the ratepayer / person authorised to sign)

.....

Date :

Capacity of person signing

.....

Additional Properties

Full address and reference numbers (*which can be found on your bill*) of any additional properties on which you wish to defer.

If you have any other properties in this council area for which you wish to seek deferral please copy this sheet and attach to your application.

Notes

This form may be used for an application for deferral of payment of non-domestic rates payable in respect of the financial year beginning on 1st April 2012.

Deferral may be applied for in respect of all properties in respect of which non-domestic rates are payable in the financial year beginning on 1st April 2012.

Where the ratepayer occupies more than one property within the area of the billing authority, a single form should be used to apply for deferral in respect of all of those properties.

To be automatically eligible for deferral ratepayers must satisfy the following conditions:

- (1) they must make an application for deferral to their local authority on or before 31st March 2013
- (2) they must not have discharged their 2012/13 rates liability in full or be due to discharge their 2012/13 liability in full within 21 days of making their application
- (3) they must not have lost the right to pay their 2012/13 rates bill by instalments by or on the date of service of the application.

Where they have lost that right, it is for the billing authority to decide whether to process the application and grant deferral.

The application must be signed by the ratepayer or a person authorised to sign on behalf of the ratepayer.

Ratepayers should be aware that where payment of non-domestic rates payable in respect of the financial year beginning on 1st April 2012 is deferred and subsequently the ratepayer ceases to be liable to pay rates in respect of the property to which the deferral applies, the full outstanding liability in respect of the 2012/13 financial year will become due and the deferral will cease to have effect.

Similarly, where a ratepayer fails to pay any instalment due in respect of the 2012 financial year, the billing authority serves a notice in accordance with regulation 8(1) of the Non-Domestic Rating (Collection and Enforcement) (Local List) Regulations 1989 and subsequently the ratepayer loses their right to pay by instalments, the deferral will cease to have effect.

Please return this form to:

**Warwick District Council
P O Box 258
Royal Leamington Spa
CV32 5RU**