



# Rutland County Council

Rutland County Council

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Rutland

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DX: 28340 Oakham

## National Non-Domestic Rates (Business Rates) Small Business Rate Relief Application form

- ✓ Please read the notes and answer all of the questions and sign the declaration before sending it back to us.
- ✓ We can take applications over the phone so if this is more convenient for you please call 01572 722577 and ask to speak to a Business Rates Officer.

### State

#### 1. a) Name and address of the ratepayer-

#### 1. b) the valuation period or partial valuation period in respect of which relief is sought-

If the application is the first application in the valuation period in respect of a hereditament, give the full address of –

#### 2. a) the hereditament for which small business rate relief is sought-

#### 2. b) any other hereditament in England the ratepayer occupies-

If the application is being made to notify the billing authority of a change in circumstances but the hereditament for which the ratepayer is seeking relief remains unchanged, state –

3. a) The hereditament in England which the ratepayer has started to occupy since making a first application for the valuation period-

3 b) the date on which the ratepayer started to occupy that hereditament-

\*I confirm that the hereditaments listed in paragraph 2 are the only hereditaments in England occupied by Ratepayer Name OR

\*I confirm that the change listed in paragraph 3 is the only change relating to the hereditaments in England occupied by Ratepayer Name-

\*Delete as appropriate

And the date of change has been accurately recorded.

Signature of the ratepayer or person authorised to sign on behalf of the ratepayer-

Capacity of the person signing-

Date-

## Processing Notice

In order to comply with the Data Protection Act and the General Data Protection Regulation (GDPR), which comes into effect in May 2018, we have to provide you with information about the personal data you give to us. This information is set out below:

Rutland County Council is the data controller for the personal information you may provide. You can contact us by phone on **01572 722577**, via email to [dataprotection@rutland.gov.uk](mailto:dataprotection@rutland.gov.uk) or by writing to us at **Data Protection, Catmose House, Oakham, Rutland. LE15 6HP**

Your information will be used so that we can administer your business rates account and collect business rates from you in accordance with the requirements of the Local Government Finance Acts 1988 and 1992 (and any subsequent legislation and regulations which apply)

Your personal data may be shared with other teams within the council in order to provide a service to you, to ensure our records are kept up to date or otherwise where we are required to do so under other legislation. We may also share it with other local authorities, civil enforcement agents and other organisations to make sure that your information is accurate; to prevent or detect crime and to pursue debtors to protect public funds. We may share the data with third parties if we are required by law to do so, this may include the Police or Government Agencies. We will not sell your data or use it for marketing purposes without your consent.

We will keep your data for seven years. This is in accordance with current legislation.

You have the following rights under the GDPR. Please note not all of these rights apply to all processing. Further details on each right can be found on our website (<https://www.rutland.gov.uk>)

- *The right to be informed*
- *The right of access*
- *The right to rectification*
- *The right to erasure*
- *The right to restrict processing*
- *The right to data portability*
- *The right to object*
- *Rights related to automated decision making, including profiling*

Rutland County Council would like to contact you to provide you with information on other Council Services. If you consent to us contacting you for this purpose please tick here.

If you are not happy with the way the council is handling your personal information you have the right to lodge a complaint with the Information Commissioner's Office.

