



**Central  
Bedfordshire**

If you would like 2017/2018 £572.42

**Central Bedfordshire Council**

Revenue Section (Dunstable)

PO Box 4414

Watling House

High Street North

Dunstable, Bedfordshire LU6 1LF

Telephone: 0300 300 8011

Fax: 0300 300 8200

Email: [revenuesct.team@centralbedfordshire.gov.uk](mailto:revenuesct.team@centralbedfordshire.gov.uk)

[www.centralbedfordshire.gov.uk](http://www.centralbedfordshire.gov.uk)

to be collected by direct debit  
please contact the office  
to arrange

Regards  
Revenues Team.



# NON DOMESTIC RATE BILL 2018/2019

**Revenues Section  
Watling House  
High Street North  
Dunstable  
Beds  
LU6 1LF**

E-mail: [businessrates@centralbedfordshire.gov.uk](mailto:businessrates@centralbedfordshire.gov.uk)

Tel: 0300 300 8011

Mr D Curran and Mrs A Curran Trustees Of Priory Gate Ssas Pension Practitioner 48 Chorley New Road Bolton BL14AP	
Reference number:	33167931
Date of Issue:	09/08/2018

Details of the Rating Assessment	
Gnd Flr 42-44 West Street Dunstable Beds  LU6 1TA	
Rateable Value	5,500
Property Reference	7EE228504201
Property Description	OFFICES AND PREMISES

The Secretary of State has set a multiplier of 48p for the above financial year for qualifying properties under the Small Business Rate Relief scheme (SBRR) and for the calculation of Transitional Relief. A supplement is added for non-qualifying properties, effectively increasing their multiplier to 49.3p.

Details for period 01/04/18 to 31/03/19 :-	
Void Property Rate Charge	
Gross Charge (5,500 x 48p)	<b>£2,640.00</b>
SBRR Supplement	£71.50
<b>Net Charge</b>	<b>£2,711.50</b>
<b>Less/Plus Other Adjustments:</b>	
Payments	£272.50 CR
<b>Amount Payable by you for this period</b>	<b>£2,439.00</b>

Cont.  
overleaf

The instalments detailed below will be collected by Direct Debit.

## INSTALMENT DETAILS

19/09/2018	£351.00	19/03/2019	£348.00
19/10/2018	£348.00		
19/11/2018	£348.00		
19/12/2018	£348.00		
19/01/2019	£348.00		
19/02/2019	£348.00		

# Paying Your National Non Domestic Rates

## How to Pay

The instalment dates and amounts are detailed on the front of this bill. Payment should be made on or before these dates; if you are paying through the post or through a bank you should allow sufficient time to ensure that your payment arrives by the due date.

**By Direct** If you have a bank or building society account, Direct Debit is the easiest way to pay your bill. All you have to do is phone us to arrange it and we take care of the rest - the Direct Debit will then be collected each month (as detailed on a schedule we will send you) and you're fully protected against mistakes under the terms of the Direct Debit Guarantee. You can make your payments on either the 5th, 9th, 19th or the last day of each month.

Call us now on 0300 300 8011 - please have your bank details to hand.

**Paying by telephone 24/7** You can use the Council's 24 hour automated telephone payment line to make credit or debit card payments if you have a touch tone telephone with a "star" button and a "hash" key.

Please make sure you have ready your credit or debit card, your account number, the amount you wish to pay and a pen to record the transaction number.

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**At a bank/Post Office:** You can make payment at any bank by completing a giro credit slip (you may have to pay a transaction charge).

<b>Telephone banking:</b>	When you make payment from your bank account please ensure that you quote your Council Tax reference number.	National Westminster Bank PLC Sort Code: 60-01-16 Account Number: 45062811 Account Name: Central Bedfordshire Council income account
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**The Income Team, Priory House, Monks Walk, Chicksands, Shefford, Beds SG17 5TQ.**

Please note that a receipt for your payment will not be issued unless you request one.

## Valuation Lists

The full Rating List showing all altered and deleted properties in addition to those in the current List, with the history of any changes in Rateable Value, is available on the Valuation Office website at: [www.gov.uk/introduction-to-business-rates/overview](http://www.gov.uk/introduction-to-business-rates/overview)

This authority is under a duty to protect the public funds it administers, and to this end may use the information on this bill for the prevention and detection of fraud. We may also share this information with other bodies responsible for auditing or administering public funds for these purposes. Further information may be found on our website at [www.centralbedfordshire.gov.uk](http://www.centralbedfordshire.gov.uk)



# NON DOMESTIC RATE BILL 2017/2018

Revenues Section  
Watling House  
High Street North  
Dunstable  
Beds  
LU6 1LF

E-mail: [businessrates@centralbedfordshire.gov.uk](mailto:businessrates@centralbedfordshire.gov.uk)

Tel: 0300 300 8011

Mr D Curran and Mrs A Curran Trustees Of Priory Gate Ssas Pension Practitioner 48 Chorley New Road Bolton BL14AP	
Reference number:	33167931
Date of Issue:	09/08/2018

Details of the Rating Assessment	
Gnd Flr 42-44 West Street Dunstable Beds  LU6 1TA	
Rateable Value	5,500
Property Reference	7EE228504201
Property Description	OFFICES AND PREMISES

The Secretary of State has set a multiplier of 46.6p for the above financial year for qualifying properties under the Small Business Rate Relief scheme (SBRR) and for the calculation of Transitional Relief. A supplement is added for non-qualifying properties, effectively increasing their multiplier to 47.9p.

<b>Details for period 03/11/17 to 02/02/18 :-</b>	
Void Property Rate Charge	
Gross Charge (5,500 x 46.6p)	<b>£646.01</b>
SBRR Supplement	£18.02
Transitional Adjustment	£259.87
Exempt - Empty Less than 3 months	£923.90 CR
<b>Net Charge</b>	<b>£0.00</b>
<b>Details for period 03/02/18 to 31/03/18 :-</b>	
Void Property Rate Charge	
Gross Charge (5,500 x 46.6p)	<b>£400.25</b>
SBRR Supplement	£11.17
Transitional Adjustment	£161.00
<b>Amount Payable by you for this period</b>	<b>£572.42</b>

Cont.  
overleaf

Your monthly instalments are detailed below - please ensure that all are paid by the due date.

## INSTALMENT DETAILS

31/08/2018

£572.42

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Reference number:	33167931
Date of Issue:	09/08/2018

Details of the Rating Assessment	
Gnd Flr 42-44 West Street Dunstable Beds  LU6 1TA	
Rateable Value	5,500
Property Reference	7EE228504201
Property Description	OFFICES AND PREMISES

The Secretary of State has set a multiplier of 46.6p for the above financial year for qualifying properties under the Small Business Rate Relief scheme (SBRR) and for the calculation of Transitional Relief. A supplement is added for non-qualifying properties, effectively increasing their multiplier to 47.9p.

Net Charge	£572.42
Amount Payable by you for this period	£572.42

Your monthly instalments are detailed below - please ensure that all are paid by the due date.

## INSTALMENT DETAILS

31/08/2018

£572.42

# Paying Your National Non Domestic Rates

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Mr D Curran  
Pension Practitioner  
48 Chorley New Road  
Bolton  
BL14AP

**Fax no:** 0300 300 8210  
**Our ref:** 33167931  
7EE228504201  
**Date:** 09/08/2018

### APPLICATION FOR SMALL BUSINESS RATE RELIEF

Before completing this application, please read the accompanying Explanatory Notes

Please complete Sections 1 to 7, making sure you sign and date the form in Section 7, then return the form to the address at the bottom of this form.

#### Section 1 – Your Business Details

Name of Ratepayer:

Your Business/Trading name (if applicable):

Type of Business: Sole Trader / Joint Ratepayers / Partnership / Limited Company / Other  
(Please circle as appropriate)

If other, please specify:

#### Section 2 – Contact Information

Telephone Number:

Fax Number:

E-mail Address:

Contact Name:



### Section 3 – Main Trading Address

Property for which Small Business Rate Relief is being sought:

The valuation period or partial valuation period for which relief is sought:

### Section 4 – Other Properties in the Central Bedfordshire Area

Please provide details of other rating assessments within the Central Bedfordshire area on which you are liable to pay Business Rates. If you have no other assessments, please write **NONE**. If you have more than two other assessments, please provide details on an additional piece of paper and attach it to this form.

Address:

Is the property occupied or empty? Occupied / Empty

Address:

Is the property occupied or empty? Occupied / Empty

### Section 5 – Other Properties Outside the Central Bedfordshire Area

Please provide details of any other properties in England on which you are liable to pay Business Rates. If you have no other properties, please write **NONE**. If you have more than two other assessments, please provide details on an additional piece of paper and attach it to this form.

Address:

Is the property occupied or empty? Occupied / Empty

Name of the Rating Authority you pay Business Rates to:

Address:

Is the property occupied or empty? Occupied / Empty

Name of the Rating Authority you pay Business Rates to:

### **Section 6 - Changes in Circumstances**

If the application is being made to notify the Council of a change in circumstances but the property for which the Ratepayer is seeking rate relief remains unchanged, please state-

(a) The property in England which the Ratepayer has started to occupy, since making their first application:

(b) The date on which the Ratepayer started to occupy that property:

### **Section 7 - Declaration**

**Your application for relief cannot be assessed unless signed. Please read the explanatory notes about who can sign the form before completing this section.**

I declare that the information provided in this application is true to the best of my knowledge and that I understand that it is a criminal offence to provide false or misleading information.

I will advise Central Bedfordshire Council of any change in my business circumstances, which may affect entitlement to Small Business Rates Relief, within 4 weeks of the change.

Signed:

Full name (printed):

Capacity in which signed: Owner / Partner / Director / Other (please specify)

Date:

I

## **Notes**

<b>IMPORTANT</b> Please read these notes <b>BEFORE</b> Completing your application form
--

This form may be used for a first application for Small Business Rate Relief in a valuation period in respect of a property or for a fresh application that is required because the Ratepayer has taken occupation of an additional property.

### **What is a Valuation Period?**

A valuation period is a period of five years for which a local non-domestic rating list is in force (i.e. the period between revaluations of non-domestic properties) and if the Ratepayer does not take up occupation of any additional properties they will not need to apply for relief more than once in each valuation period.

### **How does the scheme work?**

From 1 April 2017, eligible Ratepayers with a rateable value less than £12,000 can get a 100% reduction on their rates charge. Ratepayers with a rateable value over £12,000 and up to £14,999 will receive a reduction on a sliding scale. In addition the bill will be calculated using the small business multiplier instead of the standard multiplier.

Eligible Ratepayers with rateable values of between £15,000 and £50,999 will also have their charge calculated using the small business multiplier, even though they do not qualify for any percentage reduction.

The reduction is available to Ratepayers with:

- One rated property (known as a hereditament) in England, or
- One main property (or hereditament) and other additional properties in England, providing the additional properties do not have individual rateable values of more than £2,899 and the combined rateable value of all of the properties is under £19,999.

Therefore, if the Ratepayer occupies more than one property, their entitlement to relief is dependant on the rateable values of the other properties they occupy. Where the Ratepayer occupies properties in more than one area, if the rateable value of a property outside the area of the Billing Authority granting the relief goes up, the Ratepayer must notify the Billing Authority of the increase. This does not require a fresh application but must be done in writing.

If the Ratepayer is uncertain about which Billing Authority area any of the properties they occupy is in, they should contact the authority that grants the relief.

**You cannot get Small Business Rate Relief if you are eligible for either Mandatory Charitable or Mandatory Rural Rate Relief.**

**Who should sign the application form?**

The Ratepayer must sign the application or a person authorised to sign on behalf of the Ratepayer. This means, where the Ratepayer is-

- (a) A partnership, a partner of that partnership
- (b) A trust, a trustee of that trust
- (c) A body corporate, a director of that body and in any other case, a person duly authorised to sign on behalf of the Ratepayer.

If you have any query regarding your application please contact:

Revenues Section  
Central Bedfordshire Council  
Council Offices  
High Street North,  
Dunstable  
Bedfordshire  
LU6 1LF

**Telephone** 0300 300 8011

**Email** [businessrates@centralbedfordshire.gov.uk](mailto:businessrates@centralbedfordshire.gov.uk)