



**HARTLEPOOL BOROUGH COUNCIL**  
 Revenues Section, Civic Centre, Hartlepool, TS24 8AY  
 Telephone (01429) 284277  
 Email: [businessrates@hartlepool.gov.uk](mailto:businessrates@hartlepool.gov.uk)

**APPLICATION FOR SMALL BUSINESS RATE RELIEF**

**DETAILS OF YOUR ORGANISATION**

Name of Applicant (ratepayer):  
 (Title, Forenames, Surname or Limited Company Name)

Trading name

State Type of Business (please tick)	Sole Trader	<input type="checkbox"/>	Joint ratepayers	<input type="checkbox"/>
	Partnership	<input type="checkbox"/>	Limited company	<input type="checkbox"/>

**SECTION A – NEW APPLICATIONS**

If this application is your first application please complete questions 1 to 3 and section C.

- 1: Property to which this application relates **XXXXXXXX**
- 2: Business rate account number **XXXXXXXX**
- 3: Please list any other (business) properties in England that you occupy.....  
 .....

**SECTION B – CHANGES IN CIRCUMSTANCES**

If this application is being made to notify us of a change in circumstances, but the property for which you are seeking relief remains unchanged please complete questions 4 and 5 and section C.

- 4: Please state the address of the (business) property in England that you have started to occupy since making your first application for relief.....
- 5: Date on which you started to occupy the above property.....

**SECTION C - DECLARATION (all applicants must complete this section)**

Please insert name  
 \_\_\_\_\_

\*I confirm that the hereditaments listed in section A are the only hereditaments I occupy in England: or  
 \*I confirm that the changes listed in section B are the only changes relating to the hereditaments in England,

Please delete as applicable\*

Signature of ratepayer..... Date.....

Capacity of person signing .....

Contact telephone number.....FAX No.....

E-mail address.....

Warning – it is a criminal offence for a ratepayer to give false information when making an application for small business rate relief.