



Office of the
Deputy Prime Minister

Creating sustainable communities

Chief Finance Officers
English Billing Authorities

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17 March 2004

FOR THE ATTENTION OF THE BUSINESS RATES SECTION

Dear Chief Finance Officer

Business Rates Information Letter (5/2004): Business Rates Publicity Leaflets and Small Business Rate Relief

This is the fifth Business Rates information letter to be issued by the Office this year. Previous letters are available on the internet at:

<http://www.local.odpm.gov.uk/finance/busrats1.htm>.

This letter covers:

- **Leaflet - Changes to your business rates bill in 2005**
- **Small Business Rate Relief**
- **Rate relief for community amateur sports clubs**
- **RICS / IRRV / RSA - Rating Consultancy Code of Practice**

Leaflet - Changes to your business rates bill in 2005

Many thanks to all of you who have distributed this leaflet to ratepayers. Such was the demand that we were short of leaflets and I apologise to those authorities that had problems obtaining the leaflets in time. We are working with our distributors to minimise the risk of any such problems occurring in future.

We intend to produce a more comprehensive booklet similar to the orange booklet, "Business Rates - A guide" published in 2001 to accompany all bills in March 2005. This will also contain details of the new transitional arrangements and small business scheme amongst other information.

You will be paid for the distribution costs under a Section 31 (Local Government Act 2003) grant. You will receive one payment to cover both mailings. We are finalising the

details of the order but the payment will be calculated by a formula based on the number of hereditaments on your local list. Billing authorities will be able to claim the maximum amount of grant payable on the understanding that they will distribute the booklet in March 2005 and have already incurred costs in distributing leaflets in 2004. Please see Annex A of this letter (**which is only available on the NDR website copy of this letter**) for our estimate of the maximum amount of grant payable to each local authority.

For local authorities that are intending to distribute the March 2004 leaflets outside of their billing rounds, you should be in a better position on which to reach your decision given the amount of grant available to you.

Small Business Rate Relief

The leaflet states "If you think you might be eligible to receive small business rate relief from April 2005, please contact your local authority. They will then send you the full details of the scheme as soon as we have confirmed the details".

You might therefore receive requests from ratepayers to register for the small business rate relief. The regulations and the full details of the scheme will only be finalised in October once we are able to model the details of the scheme using the new valuations. For the moment you should simply note those businesses that wish to register for the relief so that you will be in a position to send appropriate information to them in October when they will be able to formally register for the relief. They must register for the relief before 31 December 2004 if they are to qualify for the relief from April 2005.

Registration must take place at billing authority level and it will be the responsibility of the individual billing authorities to manage this process. More details of the registration requirements will be available when the draft regulations are available in the summer.

Rate relief for community amateur sports clubs

As you are aware, registered community amateur sports clubs (CASCs) will now be eligible for 80% mandatory relief from 1 April 2004. We are grateful to local authorities that have helped promote the new relief. However, we have heard that some local authorities are now refusing to offer discretionary relief if a club is not registered as a CASC. In some cases authorities have suggested that relief to non CASCs could not be guaranteed on the expiry of discretionary rate relief. May I draw your attention to business rate information letter 6/2003 in which we said that the relief should operate alongside the current discretionary relief for community sports clubs. It is therefore anticipated that billing authorities will continue to offer discretionary relief to sports clubs that currently obtain relief that have not registered with the Inland Revenue as CASCs.

RICS / IRRV / RSA - Rating Consultancy Code of Practice

I draw your attention to the code of practice for rating surveyors developed jointly by the Royal Institution of Chartered Surveyors (RICS), the Rating Surveyors Association (RSA) and the Institute of Revenues Rating and Valuation (IRRV). If any ratepayer

requires professional advice on rating issues we recommend that they seek the advice of an advisor who complies with the code of practice. The document is available at <http://www.irrv.org.uk/about/item.asp?id=26>

Edward Stanislas

ANNEX A

RECEIVING AUTHORITIES

MAXIMUM AMOUNT OF GRANT PAYABLE

£0,000.00

Adur	609.25
Allerdale	1,285.59
Alnwick	487.52
Amber Valley	1,097.38
Arun	1,233.98
Ashfield	866.07
Ashford	1,086.15
Aylesbury Vale	1,340.54
Babergh	818.71
Barking and Dagenham	1,251.29
Barnet	2,399.06
Barnsley	1,890.59
Barrow-in-Furness	716.71
Basildon	1,233.68
Basingstoke and Deane	1,131.08
Bassetlaw	1,032.42
Bath & North East Somerset	1,699.95
Bedford	1,333.86
Berwick-upon-Tweed	540.65
Bexley	1,560.92
Birmingham	12,631.88
Blaby	553.40
Blackburn with Darwen	1,553.33
Blackpool	2,176.25
Blyth Valley	543.99
Bolsover	630.50
Bolton	2,565.72
Boston	599.23
Bournemouth	1,730.31
Bracknell Forest	681.80
Bradford	5,283.22
Braintree	1,213.65
Breckland	1,150.20
Brent	2,402.10
Brentwood	584.06
Bridgnorth	590.43
Brighton & Hove	2,764.85
Bristol	4,352.49
Broadland	847.85
Bromley	2,105.21
Bromsgrove	733.41
Broxbourne	635.05

Broxstowe	765.28
Burnley	1,024.22
Bury	1,558.19
Calderdale	2,522.31
Cambridge	1,189.97
Camden	4,811.17
Cannock Chase	901.89
Canterbury	1,253.41
Caradon	1,069.76
Carlisle	1,201.20
Carrick	1,369.98
Castle Morpeth	410.42
Castle Point	574.34
Charnwood	1,340.54
Chelmsford	1,184.81
Cheltenham	1,103.45
Cherwell	1,174.18
Chester	1,291.36
Chester-le-Street	346.06
Chesterfield	1,142.01
Chichester	1,250.98
Chiltern	748.89
Chorley	818.71
Christchurch	464.76
City of London	4,557.40
Colchester	1,561.83
Congleton	844.51
Copeland	700.32
Corby	483.88
Cotswold	1,142.92
Coventry	2,269.74
Craven	914.94
Crawley	821.44
Crewe and Nantwich	1,068.85
Croydon	2,669.54
Dacorum	1,137.15
Darlington	997.81
Dartford	759.82
Daventry	636.57
Derby	1,998.05
Derbyshire Dales	1,059.74
Derwentside	713.68
Doncaster	2,304.96
Dover	1,024.53
Dudley	3,035.33
Durham	772.87
Ealing	2,623.09
Easington	678.16
East Cambridgeshire	615.02
East Devon	1,553.64

East Dorset	712.46
East Hampshire	980.51
East Hertfordshire	1,203.93
East Lindsey	1,896.97
East Northamptonshire	678.77
East Riding of Yorkshire	2,947.60
East Staffordshire	1,113.47
Eastbourne	859.99
Eastleigh	863.33
Eden	875.48
Ellesmere Port and Neston	689.70
Elmbridge	1,022.40
Enfield	2,055.73
Epping Forest	1,000.85
Epsom and Ewell	501.49
Erewash	986.88
Exeter	1,347.21
Fareham	866.07
Fenland	838.14
Forest Heath	626.25
Forest of Dean	845.73
Fylde	755.57
Gateshead	1,798.92
Gedling	672.70
Gloucester	1,088.58
Gosport	489.65
Gravesham	677.55
Great Yarmouth	1,350.25
Greenwich	1,600.39
Guildford	1,179.34
Hackney	2,923.92
Halton	969.88
Hambleton	1,003.88
Hammersmith	2,229.67
Harborough	732.80
Haringey	2,175.33
Harlow	603.79
Harrogate	1,873.29
Harrow	1,483.51
Hart	541.86
Hartlepool	752.53
Hastings	915.85
Havant	922.53
Havering	1,665.96
Herefordshire	2,072.12
Hertsmere	734.93
High Peak	958.65
Hillingdon	2,240.30
Hinckley and Bosworth	875.48
Horsham	1,130.47

Hounslow	1,855.38
Huntingdonshire	1,352.07
Hyndburn	997.21
Ipswich	1,175.40
Isle of Wight	1,763.10
Isles of Scilly	113.23
Islington	3,264.22
Kennet	703.05
Kensington and Chelsea	2,357.17
Kerrier	1,074.61
Kettering	726.73
Kings Lynn and West Norfolk	1,452.25
Kingston upon Hull	2,630.38
Kingston upon Thames	1,401.25
Kirklees	4,333.67
Knowsley	829.33
Lambeth	2,586.97
Lancaster	1,491.41
Leeds	7,652.22
Leicester	3,576.28
Lewes	816.89
Lewisham	1,981.66
Lichfield	772.27
Lincoln	982.63
Liverpool	4,948.69
Luton	1,572.15
Macclesfield	1,679.62
Maidstone	1,288.32
Maldon	647.80
Malvern Hills	747.37
Manchester	6,349.94
Mansfield	869.71
Medway	1,877.24
Melton	437.74
Mendip	1,135.33
Merton	1,594.01
Mid Bedfordshire	1,022.70
Mid Devon	729.77
Mid Suffolk	893.99
Mid Sussex	1,124.40
Middlesbrough	1,253.11
Milton Keynes	1,773.11
Mole Valley	830.55
New Forest	1,770.38
Newark and Sherwood	991.44
Newcastle-under-Lyme	953.80
Newcastle-upon-Tyne	2,946.08
Newham	1,979.84
North Cornwall	1,459.23
North Devon	1,322.32

North Dorset	621.39
North East Derbyshire	667.54
North East Lincolnshire	1,551.21
North Hertfordshire	1,199.07
North Kesteven	786.84
North Lincolnshire	1,504.76
North Norfolk	1,483.51
North Shropshire	650.54
North Somerset	1,641.97
North Tyneside	1,481.39
North Warwickshire	578.29
North West Leicestershire	901.89
North Wiltshire	1,077.95
Northampton	1,761.58
Norwich	1,725.76
Nottingham	3,186.50
Nuneaton and Bedworth	869.71
Oadby and Wigston	399.49
Oldham	2,135.26
Oswestry	404.35
Oxford	1,142.31
Pendle	1,001.46
Penwith	1,191.18
Peterborough	1,433.12
Plymouth	1,962.54
Poole	1,196.65
Portsmouth	1,712.10
Preston	1,490.50
Purbeck	619.27
Reading	1,406.11
Redbridge	1,841.41
Redcar and Cleveland	1,101.63
Redditch	716.41
Reigate and Banstead	1,041.83
Restormel	1,333.25
Ribble Valley	550.36
Richmond upon Thames	1,610.10
Richmondshire	658.43
Rochdale	1,989.86
Rochford	574.95
Rossendale	770.14
Rother	965.94
Rotherham	1,932.79
Rugby	820.53
Runnymede	667.84
Rushcliffe	691.82
Rushmoor	683.62
Rutland	346.06
Ryedale	749.80
Salford	3,015.90

Salisbury	1,050.33
Sandwell	3,083.29
Scarborough	1,682.95
Sedgefield	718.84
Sedgemoor	1,122.88
Sefton	2,328.33
Selby	659.64
Sevenoaks	1,005.40
Sheffield	4,891.32
Shepway	1,068.85
Shrewsbury and Atcham	1,025.44
Slough	1,009.35
Solihull	1,212.74
South Bedfordshire	973.53
South Buckinghamshire	569.18
South Cambridgeshire	1,098.60
South Derbyshire	574.04
South Gloucestershire	1,695.40
South Hams	1,239.75
South Holland	740.69
South Kesteven	1,247.04
South Lakeland	2,041.77
South Norfolk	969.58
South Northamptonshire	663.29
South Oxfordshire	1,138.67
South Ribble	755.27
South Shropshire	554.31
South Somerset	1,617.69
South Staffordshire	687.27
South Tyneside	1,074.92
Southampton	1,971.95
Southend-on-Sea	1,651.69
Southwark	3,099.99
Spelthorne	726.43
St Albans	1,137.45
St Edmundsbury	1,017.24
St Helens	1,308.96
Stafford	1,061.86
Staffordshire Moorlands	861.21
Stevenage	484.49
Stockport	2,743.00
Stockton-on-Tees	1,356.32
Stoke-on-Trent	2,640.09
Stratford-on-Avon	1,262.52
Stroud	1,141.70
Suffolk Coastal	1,465.91
Sunderland	2,151.05
Surrey Heath	664.20
Sutton	1,288.32
Swale	1,096.17

Swindon	1,515.08
Tameside	2,047.23
Tamworth	565.84
Tandridge	755.27
Taunton Deane	1,056.10
Teesdale	315.71
Teignbridge	1,339.62
Telford & Wrekin	1,348.12
Tendring	2,211.46
Test Valley	1,075.83
Tewkesbury	668.75
Thanet	1,358.14
Three Rivers	537.91
Thurrock	1,102.24
Tonbridge and Malling	928.30
Torbay	1,484.12
Torridge	730.37
Tower Hamlets	3,951.48
Trafford	2,497.42
Tunbridge Wells	1,106.79
Tynedale	703.36
Uttlesford	816.28
Vale Royal	1,040.01
Vale of White Horse	1,018.76
Wakefield	2,945.17
Walsall	2,515.93
Waltham Forest	2,079.71
Wandsworth	2,857.74
Wansbeck	479.02
Warrington	1,768.26
Warwick	1,279.22
Watford	850.28
Waveney	1,288.32
Waverley	1,061.86
Wealden	1,346.61
Wear Valley	687.57
Wellingborough	720.05
Welwyn Hatfield	743.73
West Berkshire	1,379.70
West Devon	635.66
West Dorset	1,366.03
West Lancashire	821.14
West Lindsey	781.07
West Oxfordshire	1,009.96
West Somerset	523.65
West Wiltshire	1,053.36
Westminster	9,709.47
Weymouth and Portland	792.30
Wigan	2,637.96
Winchester	1,073.70

Windsor and Maidenhead	1,339.02
Wirral	2,544.16
Woking	746.46
Wokingham	884.28
Wolverhampton	2,418.49
Worcester	939.22
Worthing	855.74
Wychavon	1,232.77
Wycombe	1,421.28
Wyre	1,119.24
Wyre Forest	939.53
York	1,671.72