

1 Account Number & Description
Please quote your Account Number when you contact us.

The description is the type of business you occupy.

2 What is Small Business Rate Relief (SBRR)?
Small Business Rate Relief is available to businesses that occupy one property with a Rateable Value below £15,000, or more than one property where each additional property has a RV below £2,900 and the total RV across all properties is no more than £20,000.

If your RV is between £12,000 and £15,000, the percentage of rate relief decreases as the RV increases.

3 What is a Rateable Value (RV)?
The rateable value of a property is based on its annual rent in the open market. All non-domestic properties are normally revalued every five years, to make sure that changes in the property market are reflected in rates bills. The most recent revaluation was in 2017, using open market rents as at 1 April 2015.

4 What is the Multiplier?
The multiplier is set each year by central government and it is used in conjunction with your rateable value to work out your basic charge. In 2018/19 the standard multiplier is 49.3p. So if your rateable value is £20,000, your basic charge would be £9,860 (49.3p x £20,000). There's also a lower multiplier of 48p for occupied properties with a rateable value of less than £51,000. So if your rateable value is £20,000, your basic charge would be £9,600 (48p x £20,000).



Date of issue	12/03/2018	Account Number	35123456
12345/1A/123456 Example Ltd Brighton & Hove City Council PO Box 2929 Brighton BN1 1PS	1	Financial Year	2018/2019
		This bill is for	Unit 1, 23-45 Example Street, Brighton, BN1 1PS
		Description	Wine Bar
		Reason for bill	Annual

How your bill is calculated

	From	To	Rateable Value £	Multiplier pence in £	Amount £
2 Non Domestic Rate	01/04/18	31/03/19	27,100	48.0	13,008.00
Transitional Relief	01/04/18	31/03/19			-2,253.43
Pub Relief	01/04/18	31/03/19			-1,000.00

Amount to pay £9,754.57

Annual Transitional relief calculation
This years' RV 27100 x This years' lower multiplier 0.4800 = Notional Charge 13008.00.
Base Liability 8886.24 x Appropriate Fraction* 1.21025 = Increase Threshold 10754.57.
Difference between Notional Charge and Increase Threshold is Relief for this year -2,253.43.
* Appropriate Fraction is Inflation x % Limit on Increase = 1.03 x 1.175.

Payment instructions
First instalment due on 01/04/2018
Other instalments due on 01/05/2018 to 01/03/2019

5 1 X £811.57
11 X £813.00

Instalments to be paid by: your chosen method of payment Monthly
Your instalments for 2018/2019 do not include your 2017/18 account balance
As at 02/03/2018 your 2017/18 rates balance is 500.00

6



Use this barcode to pay at any PayPoint outlet, no fee will be payable.
No longer for use at Post Offices.



5 Instalments
Everyone has the right to pay their annual bill by monthly instalments. However, it is important to note that instalments are due on the 1st of each month. If you pay by Direct Debit you also have the option of paying on the 15th of the month.

If there is an amount to pay for the previous year 2017/18 for example £500.00 then this will need to be paid separately and will not be included in the instalments for 2018/19.

6 How are you paying?
There are several ways to pay your business rates bill:

- By [Direct Debit](#), this is the easiest way and is the preferred method of payment.
- By cash or cheque at any local [PayPoint](#) outlet. The barcode at the foot of your bill can be used for this.
- By [standing order through your bank account](#). However, it is up to you to make the arrangements with your bank to ensure that your payment reaches us on time.

When you make a payment, please help us to allocate it properly by sending a remittance advice to banking@brighton-hove.gov.uk

Useful links

- Apply for [Small Business Rate Relief \(SBRR\)](#)
- Setup a [Direct Debit online](#)
- Pay on [our website](#) with a debit or credit card.

The [Valuation Office Agency](#) (VOA) sets the Rateable Values for non-domestic properties.

For debt and budgeting advice, please visit www.nationaldebtlines.org