**Business Rates – Retail Relief Claim Form**

Retail relief is a discount of 100% taken off Business Rates liabilities from 1st April 2020 (for the period 01st April 2019 – 31st March 2020 the relief amount was one third).

For most eligible properties this relief will be awarded automatically by Birmingham City Council. However, if this relief has not been awarded and your business premises is eligible you should use this form to claim Retail Relief.

The properties that **are eligible** for this relief from 01st April 2020 (please note before this date the list of eligible properties was more restricted):

* are occupied
* are used for:
	+ sale of goods: shops, charity shops, opticians, post offices, furnishing shops/display rooms, car/ caravan show rooms, second-hand car lots, markets, petrol stations, garden centres, art galleries where art is for sale/ hire **or**
	+ provision of the following services: hair and beauty services, shoe repairs/ key cutting, travel agents, ticket offices, dry cleaning, launderettes, PC/TV/ domestic appliance repair, funeral directors, photo processing, tool hire, car hire, betting shops, estate agents, letting agents, employment agents **or**
	+ sale of food and/or drink: restaurants, takeaways, sandwich shops, coffee shops, pubs, bars **or**
	+ cinemas **or**
	+ live music venues **or**
	+ sport, leisure and facilities: sports grounds and clubs, museums and art galleries, nightclubs, sport and leisure facilities, stately homes and historic houses, theatres, tourist attractions, gyms, casinos and gambling clubs **or**
	+ public halls, clubhouses, clubs and institutions **or**
	+ hotels, guest and boarding houses, holiday homes, caravan sites

The following properties are **not eligible** for this relief:

* financial services (e.g. banks, building societies, cash points, bureaux de change, payday lenders)
* medical services (e.g. vets, dentists, doctors, osteopaths, chiropractors)
* professional services (e.g. solicitors, accountants, insurance agents/ financial advisers)
* post office sorting offices
* premises not open to the general public

*Please complete* ***all*** *the following details if you wish to claim this relief*

Tick this box if your property meets all the eligibility criteria above and on the previous page

Address of business property this application relates to:

…………………………………………………………………………………………………………..

Account number: ………………………………...................................................................

Name of company / liable person(s) for business rates:

...………………………………………………………………………………………………………..

Position in Company (e.g. director, secretary, owner etc): ………………………………………

Contact Number: …………………………………………………………………………………

Contact Email …………………………………………………………………………………

Signed……………………………………… Date…………………….