

SCHEDULE

Information and other matters to be contained in a notice under article 10 of the Non-Domestic Rating (Small Business Relief) (Wales) Order 2008 (“the 2008 Order”)

1. The name, address (including post code), facsimile number (where applicable), telephone number and electronic mail address (where applicable) of the ratepayer.
2. The address (including post code) of the hereditament for which small business rate relief is sought and, where known, the non-domestic rating account number.
3. In the case of a post office, confirmation that the hereditament mentioned in paragraph 2 above is used wholly or partly for the purposes of a post office as described in the 2008 Order.
4. In the case of retail premises—
 - (a) confirmation that—
 - (i) the hereditament mentioned in paragraph 2 above is used wholly or mainly for the purposes of retail premises as described in the 2008 Order; and
 - (ii) the hereditament is wholly occupied;
 - (b) the full address of any other hereditament(s) in Wales which the ratepayer occupies or has occupied at any time since the date in paragraph 8 below;
 - (c) confirmation that neither the ratepayer nor anyone on his/her behalf has given a notice under Article 10 of the 2008 Order to any billing authority in Wales in respect of any other hereditament. If this confirmation cannot be given, full details must be given; and
 - (d) an undertaking by the ratepayer (and if the person signing the notice is not the ratepayer, an undertaking on behalf of the ratepayer) that the ratepayer will as soon as practicable inform the billing authority in writing of—
 - (i) the address of any hereditament in Wales which the ratepayer has started to occupy since giving the notice;
 - (ii) the date on which the ratepayer started to occupy that hereditament;
 - (iii) the date on which the ratepayer ceased to occupy the hereditament mentioned in paragraph 2 for the purposes of retail premises;
 - (iv) the date on which a notice was given to any billing authority in Wales by or on behalf of the ratepayer under the 2008 Order in respect of a hereditament other than the one mentioned in paragraph 2 and the address of that other hereditament.
5. In the case of premises used for child care—
 - (a) confirmation that—
 - (i) the hereditament mentioned in paragraph 2 above is used wholly for the purposes of child care as described in the 2008 Order; and
 - (ii) the hereditament is wholly occupied; and
 - (b) the name and address of the registered provider and their registration number.
6. In the case of premises used as a credit union—
 - (a) confirmation that—
 - (i) the hereditament mentioned in paragraph 2 above is used wholly for the purposes of a credit union as described in the 2008 Order; and
 - (ii) the hereditament is wholly occupied; and

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- (b) the registered office of the credit union;
 - (c) the address of the head office of the credit union, if different from the registered office; and
 - (d) the firm reference number allocated to the credit union by the Financial Services Authority.
7. Confirmation that the hereditament is not an excepted property as described in the 2008 Order.

This confirmation is not required when the rate relief sought relates to a post office

8. Confirmation as to either—
- (a) the date on which the hereditament was first used as described in the notice and that it has continued to be so used to the date of the notice
 - or
 - (b) the date on which the hereditament will be first used as described above.
9. An undertaking by the ratepayer (and if the person signing the notice is not the ratepayer, an undertaking on behalf of the ratepayer) that the ratepayer will as soon as practicable inform the billing authority in writing if they consider that they may no longer be eligible to receive rate relief under the 2008 Order.
10. Authority from the ratepayer for the billing authority to which the notice is given to obtain from any person any information which the authority considers relevant for the purposes of confirming any information given in the notice or otherwise ascertaining the ratepayer's eligibility for relief in respect of the hereditament mentioned in paragraph 2.
11. The signature of the ratepayer or person authorised to sign on behalf of the ratepayer.
12. A description of the capacity of the person signing the notice .
13. The date of the notice.