
Business Rates instalments

Payment of business rate bills is automatically set on a 10-monthly cycle. However, the Government has put in place regulations that allow ratepayers to require their local authority to enable payments to be made through 12 monthly instalments. If you wish to take up this offer, you should contact your local authority as soon as possible.

National non-domestic rating multiplier

The local authority works out the business rates bill for a property by multiplying the rateable value of the property by the appropriate non-domestic multiplier. There are two multipliers: the national non-domestic rating multiplier and the small business non-domestic rating multiplier. The Government sets the multipliers for each financial year, except in the City of London where special arrangements apply.

Ratepayers who occupy a property with a rateable value which does not exceed £50,999 (and who are not entitled to certain other mandatory relief[s] or are liable for unoccupied property rates) will have their bills calculated using the lower small business non-domestic rating multiplier, rather than the national non-domestic rating multiplier.

The multiplier for a financial year is based on the previous year's multiplier adjusted to reflect the Consumer Price Index (CPI) inflation figure for the September prior to the billing year. The current multipliers are shown on the front of your bill.

Rateable Value

Apart from properties that are exempt from business rates, each non-domestic property has a rateable value which is set by the Valuation Office Agency (VOA), an agency of Her Majesty's Revenue and Customs. The [VOA compile and maintain a full list of all rateable values](#). T

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2021: If you have several properties you should confirm that you intend to claim for the Crawley premises.

£2 million for ratepayers which were mandated by the Government to close their business on 5 January 2021 due to the pandemic
£105,000 for all other qualifying retail discount ratepayers

See the full [retail discount guidance on GOV.UK](#). We may ask you to complete an online form to confirm you do not exceed the cash cap.

If you do not wish to accept the expanded retail discount (100% and then 66%), you can opt out by [emailing the rates team](#).

If you would exceed the cash cap by accepting the 66% discount from 1st July 2021, and therefore are not entitled to this discount, please inform us as soon as you can by [emailing the rates team](#).

Nursery relief cash cap and refusing relief

The 66% discount applicable from 1 July is subject to a 'cash cap'. This means a person/organisation may only receive up to £105,000 of Nursery Discount in 2021-22, across all of their hereditaments, ignoring any relief for the period before 1 July 2021.

See the full [nurseries discount guidance on GOV.UK](#).

If you do not wish to accept the nursery retail discount, you can opt out by [emailing the rates team](#).

If you have multiple premises across England, you may need to choose which properties to receive the 66% discount from and if you conclude that you will exceed the cash cap by accepting the 66% discount from 1 July 2021, and not entitled to this discount for the Crawley premises, please inform us as soon as possible by [emailing the rates team](#).

Transitional rate relief

At a revaluation, some ratepayers will see reductions or no change in their bill whereas some ratepayers will see increases.

Transitional relief schemes are introduced at each revaluation to help those facing increases. This relief has been funded by limiting the reduction in bills for those who have benefitted from the revaluation. Transitional relief is applied automatically to bills. Further information about transitional arrangements and other reliefs may be obtained from the local authority or on [GOV.UK](#).

Local discounts

Local authorities have a general power to grant discretionary local discounts and to give hardship relief in specific circumstances. Full details can be obtained from the local authority.

State aid