

Revenue Services  
P O Box 3559  
Bracknell  
RG12 1WY  
☎ (01344) 352011

Bracknell Forest Borough Council  
Business Rates  
Demand Notice



Financial Year: 2024

Date of Issue 04-DEC-2024

Property Address

9 MILBANKE COURT  
MILBANKE WAY  
BRACKNELL  
RG12 1RP

THE TRUSTEES OF MMS EXECUTIVE PENSION SC  
RETIREMENT CAPITAL  
VENTURE WALES BUILDING  
MERTHYR TYDFIL INDUSTRIAL BUSINESS PARK  
MERTHYR TYDFIL  
CF48 4DR

Offices & Premises

Property Reference	Account Number	Rateable Value	Standard Multiplier
N00250900009018	620110719	32000	0.5460

Total Amount Due
4615.36

Details	From	To	Amount
Sbr Liability Change Rv 32000	31-AUG-2024	31-MAR-2025	9318.31
Transitional Adjustment	31-AUG-2024	31-MAR-2025	-1260.34
Exemption: Empty < 3 Months	31-AUG-2024	29-NOV-2024	-3442.61
Empty Property Rate Relief For Period	30-NOV-2024	31-MAR-2025	0.00

Further Information

Your Revised Instalments Are As Follows  
First Instalment Due On 01-Jan-2025 1 X 2307.36  
1 Other Instalment Due On 01-Feb-2025 1 X 2308.00  
Instalments To Be Paid By: The Due Dates Monthly

Please quote your business rates account number only as your reference when making payments.

If you do not already do so, please pay your instalments by monthly direct debit. Just call 01344 352011 to make the arrangements, or alternatively complete an online form at <https://www.bracknell-forest.gov.uk/business-information/business-rates>

Please read the Instalment Notice above to see how much is due and when. If you would like to pay by the 12 monthly scheme, as opposed to the usual 10 months, please contact Revenue Services.

Please see Payment Guidance overleaf.



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## 2017 Revaluation

A new Rating List comes into effect on 1 April 2017. The calculation of the Rateable Value is the responsibility of the Valuation Office Agency. If you have a query about the rateable value of a property you should contact them for advice and details of how to challenge the valuation. Rates continue to be payable if a challenge is made and your account will be adjusted if you are successful.

Valuation Office Agency

Tel: 03000 501501

Fax: 03000 501255

e-mail: [ratingsoutheast@voa.gsi.gov.uk](mailto:ratingsoutheast@voa.gsi.gov.uk)

Website: [www.gov.uk](http://www.gov.uk)

## The amount payable

### Occupied properties

For a complete financial year, we calculate the chargeable amount by multiplying the rateable value by the non-domestic rating multiplier. For a period less than a full year, we multiply the full year's amount by the number of days of occupation and divide by 365 or 366 in a leap year.

### Transition

Following the revaluation The Government has introduced a Transitional scheme. This scheme limits the increases and decreases in your rate liability within thresholds set by Central Government. If your property falls within the scheme the amount of transition will be shown on your notices

### Changes in Occupation

You should immediately send us details of any changes in occupation of the property. Please quote your account number.

## Revenue Services

### Office hours

8:30am - 5.00pm Monday to Friday

email: [revenue.services@bracknell-forest.gov.uk](mailto:revenue.services@bracknell-forest.gov.uk)

## The Direct Debit Guarantee

- This Guarantee is offered by all banks and building societies that accept instruction to pay Debit Debts.
- If there are any changes to the amount, date or frequency of your Direct Debit Bracknell Forest Borough Council will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request Bracknell Forest Borough Council to collect a payment, confirmation of the amount and date will be given to you at the time of the request.
- If an error is made in the payment of your Direct Debit by Bracknell Forest Borough Council or your bank or building society you are entitled to a full and immediate refund of the amount paid from your bank or building society.
- If you receive a refund you are not entitled to, you must pay it back when Bracknell Forest Borough Council asks you to.
- You can cancel a Direct Debit at any time by simply contacting your bank or building society. Written confirmation may be required. Please also notify us.



## Payment Guidance

- By debit card at:  
<https://www.bracknell-forest.gov.uk/business-information/business-rates>
- In person by cash or debit card at any Post Office or by cash at any shop showing the Payzone retail network sign. You will need to take this document with you.
- By standing order or bank transfer, if you wish to set up a standing order or pay your business rates by bank transfer, our details are as follows: 30-91-11, Account number 00024811, Account name: Bracknell Forest Borough Council

## Small business rate relief

From 1 April 2017 occupied properties with a Rateable Value below £51,000 will be charged using the Small Business multiplier. Additional Small Business Rate Relief applies if: you only use one property and the 2017 Rateable Value is less than £15,000. 100% relief would apply for properties with a Rateable Value of £12,000 or less. The rate of relief will then gradually decrease from 100% to 0% for properties with a Rateable Value between £12,001 and £15,000.

If you have more than one property, you may still qualify for small business rate relief if the 2017 Rateable Value of each of your other properties is less than £2,900 and the aggregate values of all the properties is under £20,000.

### Retail Relief

From 1 April 2019 eligible retail premises will be entitled to a reduction of 33.3%. The Rateable Value must be below £51,000 to be considered for this relief.

### Unoccupied Properties

Business rates are not payable for the first three months that a property is empty. This is extended to six months for industrial properties such as factories, warehouses or workshops. After the relevant rate-free period expires, an empty property will be liable for 100% of the rates, unless the property is exempt from the unoccupied property rate. Exempt properties include Listed Buildings, properties owned by charities and, from 1 April 2017, properties with a Rateable Value of less than £2,900

### Properties subject to charitable relief

For charities, we reduce the chargeable amount by 80%. The Council may also grant discretionary relief, at a percentage it will decide.

### Partly Unoccupied Properties

Where a property is to be partly unoccupied, for a short time only, there may be an entitlement to a limited period of reduction

**For further details about Business Rate please visit our website or contact Revenue Services**