

**Non Domestic Rates Application for Small Business Bonus Scheme Relief**

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| **ACCOUNT REF NO:** |  |  |  |
|  |  |  | **Argyll & Bute Council** |
| **NAME & ADDRESS:** | |  | **Financial Services** |
|  | **Kintyre House** |
|  | **Snipefield Industrial Estate** |
|  | **Campbeltown** |
|  | **PA28 6SY** |
|  |  |
|  | **Tel: 01586 555249** |
|  | **E-mail: ndr@argyll-bute.gov.uk** |
|  | **Date:** |

Small Business Bonus Scheme relief is being reformed from 1st April 2023. 100% relief will continue to be available for properties with a rateable value up to £12,000.  The tables below show the levels of relief available.

**Single entry in the Valuation Roll**

|  |  |
| --- | --- |
| **Rateable Value range (for ratepayers with a single non domestic entry in the valuation roll)** | **Percentage of rate relief** |
| £12,000 or less | 100% |
| £12,001 to £15,000 | Relief taper from 100% to 25% |
| £15,001 to £20,000 | Relief taper from 25% to 0% |

**Multiple entries in the Valuation Roll**

The cumulative rules including the rateable value threshold of £35,000 will remain.  If you have more than one non-domestic property in Scotland the level of relief is shown below:

|  |  |
| --- | --- |
| ***Cumulative rateable value range (multiple entries in valuation roll)*** | **Percentage of rate relief** |
| £12,000 or less | 100% |
| £12,001 to £35,000 | 25% on each individual property with a rateable value of £15,000 or less  For individual properties with rateable value £15,001 to £20,000, a tapered relief percentage from 25% to 0% |

No relief is available for properties used for payday lending. From 1st April 2020 relief is not available to properties **not in active use.** Car parks, car spaces, advertisements and betting shops will be excluded from eligibility for Small Business Bonus Scheme relief from 1 April 2023.

This form enables you to apply for this relief. Please complete **all** questions on this form and return to the above address or alternatively, for a more convenient and cost effective way, complete the form online at the following address: **https://www.argyll-bute.gov.uk/forms/non-domestic-rates-small-business-bonus-scheme-application-0**

If you need any help or assistance in completing this form, please phone 01586 555249 or e-mail ndr@argyll-bute.gov.uk. **Please note that failure to return this information may result in you paying more rates than you need.** There is no time limit if you wish to claim relief retrospectively - if you do, please tick the appropriate box and supply the required information as detailed.

**1. The Property**

**Subject Address:**

**Subject Description:**

**Rateable Value:**

**Is the property currently in active use?**

**Yes No**

**If No, please provide the date the property became unoccupied?**

/ /

**If Yes, please give details of what this property is used for?**

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|  |

**2. The Ratepayer**

Please provide full details of the Ratepayer (person(s) / business liable to pay the rates on this property):

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| --- |
|  |

Legal Structure of the Ratepayer (Please put an ‘X’ in the relevant box) –

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| *Individual* |  |  | *Private Limited Company (LTD)* |  |  |
| *Sole Trader* |  |  | *Public Limited Company (PLC)* |  |  |
| *Partnership* |  |  | *Limited Liability Partnership (LLP)* |  |  |
| *Charitable Organisation* |  |  | *Other (Please state)* |  | |

*IF APPLICABLE, Companies House Registration number or Charity Registration number*:

(Company number eg: 03493961)

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| --- |
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**3. Other Properties**

Please give details of **all properties** including **empty and unoccupied premises** on which you or any persons detailed above has a **rates liability** anywhere in Scotland. If there are no such properties please state “NONE” in the first box below. **PLEASE NOTE – DO NOT INCLUDE PROPERTIES FOR WHICH YOU PAY COUNCIL TAX.**

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| --- | --- | --- | --- |
| **Address** | **Rates Reference No** | **Rateable Value** | **Occupied? Yes/No** |
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**4. Backdated Relief**

I wish to claim backdated Small Business Bonus Relief and confirm that I have attached a list of any other properties for which I have had a rates liability, with details of the dates these were held and the dates of the periods for which I wish to claim the relief.

**(Please tick if appropriate)**

**5. Declaration**

Please read this declaration carefully before you sign and date it.

I am duly authorised by the Ratepayer to make the application.

I declare that the information given on this form is correct and complete to the best of my knowledge.

I authorise the Council to make any necessary enquiries to check the information.

I authorise the Council to cross check the information with other Councils in Scotland.

I undertake to advise the Council of any change of circumstances, including the occupation / vacation of any other property I may occupy in Scotland which may affect liability for Non-Domestic Rates Relief.

I understand that if I give information that is incorrect or incomplete or fail to report changes in circumstances, I (or the Ratepayer I represent) may be prosecuted.

I understand that the Council will reclaim any incorrectly awarded Non-Domestic Rates Relief

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I have read and understood the privacy notice accompanying this relief application: *https://www.argyll-bute.gov.uk/privacy/non-domestic-rates*

I claim the above relief from non-domestic rates liability.

**Applicant Name: Telephone No:**

**Capacity (e.g. Owner; Tenant Agent; Employee):**

**E-mail Address:**

**Contact Address:**

**Your**

**Signature: Date:**

**When completed, this form should be returned by post to:**

**Argyll & Bute Council**

**Financial Services**

**Non Domestic Rates**

**Kintyre House**

**Snipefield Industrial Estate**

**Campbeltown**

**PA28 6SY**

**or by email to ndr@argyll-bute.gov.uk**