



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

ACCOUNT REF NO:

NAME & ADDRESS:

Argyll & Bute Council  
Financial Services  
Kintyre House  
Snipefield Industrial Estate  
Campbeltown  
PA28 6SY

Tel: 01586 555249  
E-mail: [ndr@argyll-bute.gov.uk](mailto: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](mailto: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?**

**2. The Ratepayer**

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

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)*



## **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

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](mailto:ndr@argyll-bute.gov.uk)**