



Non Domestic Rates Application for Small Business Transitional 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

Date:

Introduction

The Scottish Government introduced the **Small Business Transitional Relief** scheme to limit increases in Non Domestic Rates following the 2023 revaluation. This relief applies to properties that lost eligibility for or experienced a reduction in **Small Business Bonus Scheme Relief** or **Rural Relief** from **1st April 2023**.

The increase in your rates bill, compared to what you paid on **31st March 2023**, will be capped **per property** at:

- **£600 in 2023/24**
- **£1,200 in 2024/25**
- **£1,800 in 2025/26**

This form enables you to apply for this relief. Please complete all questions on this form and return to the above address:

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 if you have more than one Non Domestic Rates property an application will be required for each one.

Yours faithfully

Fergus Walker
Revenue and Benefits Manager

1. 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) –

<i>Individual</i>	<input type="checkbox"/>	<i>Private Limited Company (LTD)</i>	<input type="checkbox"/>
<i>Sole Trader</i>	<input type="checkbox"/>	<i>Public Limited Company (PLC)</i>	<input type="checkbox"/>
<i>Partnership</i>	<input type="checkbox"/>	<i>Limited Liability Partnership (LLP)</i>	<input type="checkbox"/>
<i>Charitable Organisation</i>	<input type="checkbox"/>	<i>Other (Please state)</i>	<input type="text"/>

IF APPLICABLE, Companies House Registration number or Charity Registration number:
(Company number eg: 03493961)

2. THE PROPERTY

Subject Address:

Subject Description:

Rateable Value:

You must be able to answer yes to the two questions below to be eligible for this relief.

Was the property in receipt of small business bonus relief or rural relief on 31st March 2023?

YES

☐

NO

☐

Has the amount payable on your 2023/24 annual rates bill increased by more than £600 compared to your 2022/23 bill?

YES

☐

NO

☐

3. CERTIFICATION

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

- I am the ratepayer, or 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 understand the privacy notice accompanying this relief application form: <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