



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

Date of Issue:

### Introduction

This relief reduces the net bill increase in 2026-27 to 25% of what it otherwise would have been taking into account other reliefs, including Revaluation Transitional Relief and is available for properties that were entitled to the following reliefs on 31st March 2026 – Small Business Bonus Relief, Rural Relief (and no longer entitled on 1st April 2026 due to rateable value increase), Hospitality Relief and Small Business Transitional Relief. To be eligible, the property requires to have been shown in an entry on the valuation roll on both 31st March 2026 and 1st April 2026. In 2027-28 and 2028-29 it will reduce the net bill increases to 50% and 75% respectively of what they would otherwise have been.

**From 01/04/2026 properties that require a short-term let licence to operate but have not obtained one are not eligible for Small Business Transitional Relief.**

The increase in your rates bill, compared to what you paid on **31st March 2026**, will be capped **per property** at:

- 2026/27 – 25%
- 2027/28 – 50%
- 2028/29 – 75%

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](mailto: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

A handwritten signature in black ink, appearing to read 'Fergus Walker'.

**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 question below to be eligible for this relief:**

Was the property in receipt of Small Business Bonus Relief, Rural Relief (and no longer entitled on 1<sup>st</sup> April 2026 due to rateable value increase), Hospitality Relief and Small Business Transitional Relief?

YES

NO

**For Self-Catering Holiday Accommodation only**

**Do you have a Short-Term Let Licence?**

Yes  No

**If Yes, please provide your Licence Number:**

**Do you require a Short-Term Let Licence?** *For further information on Short Term Lets Licences and exemptions, please visit <https://www.argyll-bute.gov.uk/licences/short-term-lets-licence>*

Yes  No

**If Yes, please provide details explaining why the licence is required but has not yet been obtained.**

**If No, please outline why a licence is not required.**

### 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:**

### IMPORTANT INFORMATION

Please note that failure to provide all required information, including contact details, may result in the withdrawal of Non-Domestic Rates relief.

### SUBMISSION

Please return this completed review form to either:

- **Email:** [ndr@argyll-bute.gov.uk](mailto:ndr@argyll-bute.gov.uk)
- **Post:** Argyll & Bute Council, Non-Domestic Rates Section, Kintyre House, Snipefield Industrial Estate, Campbeltown, PA28 6SY