



Non Domestic Rates Small Business Bonus Scheme Application

ACCOUNT REF. NO

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

Tel: 01586 555249
E-mail: ndr@argyll-bute.gov.uk

NAME & ADDRESS:

Introduction

The Small Business Bonus Scheme progressively reduces the rates burden for businesses with properties with individual rateable values of up to £18,000 where the combined rateable value is £35,000 or less. This form enables you to apply for this relief. Please complete as indicated below 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>

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 overleaf and supply the required information detailed.

You can find Rateable Values at www.saa.gov.uk.

The Property

The address of the property for which you are claiming:

ADDRESS:	
RATEABLE VALUE:	DESCRIPTION:

IS THIS PROPERTY IN ACTIVE USE? (Please circle the appropriate)	YES / NO
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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 box below. **PLEASE NOTE – DO NOT INCLUDE PROPERTIES FOR WHICH YOU PAY COUNCIL TAX.**

Address	Rates Reference	Rateable Value	Occupied (Yes/No)

Please sign overleaf

E.C de minimus State Aid

Please list any other State Aid which you are already in receipt of: (this does not include any benefits or pensions which you are in receipt of)

Under EC regulation 1998/2006 (de minimis aid regulation); this relief is regarded as a State Aid. There is a ceiling of 200,000 Euros (approx £183,000) for all de minimis aid provided to any one firm over a 3 year period. Any de minimis aid awarded to you under this offer letter will be relevant if you wish to apply, or have applied, for any other de minimis state aid. For the purposes of the de minimis regulation, you must retain this letter for 3 years from the date on this letter and produce it on any request by the UK public authorities or the European Commission. (You may need to keep this letter for longer than three years for other purposes.)

Declaration

I declare that to the best of my knowledge the information given is true and correct and that the Council may share this information, if required, with other Councils or external agencies for the purposes of determining eligibility for the Small Business Bonus Scheme. I understand that Argyll & Bute Council may make any enquiries it considers appropriate to verify this claim. I understand that to deliberately provide false information for monetary advantage is a criminal offence.

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.

Please sign and date the form, and if signing on behalf of a business please state what position you hold in the company e.g. Owner, Director, Manager, Partner, Agent etc.

Signed: Date:

Name: Position held:

(Please print in BLOCK LETTERS)

Daytime Contact Telephone Number

Email Address:

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)

The Scheme provides the following relief from 1 April 2017:

Combined Rateable Value (RV) of all premises in Scotland	%
Up to £15,000	100
£15,001 to £18,000	25
Upper limit for cumulative (RV)* £35,000	25

*This will allow a business with 2 or more properties with a cumulative rateable value of under £35,000 to qualify for relief at 25% on individual properties with a rateable value of £18,000 or less



Data Protection Fair Processing Notice: Argyll and Bute Council will primarily use the information you have supplied on this form for the collection and administration of Non-domestic (business) rates. Prevailing legislation places an obligation on local authorities to levy and collect taxes. The information may also be used for other legitimate purposes e.g. property occupancy and refuse collection. Where permitted by law, information is shared with other departments of the Council and other organisations externally. The full privacy notice for NDR can be found on our website <https://www.argyll-bute.gov.uk/privacy/non-domestic-rates>. You have a right to apply for a copy of the information we hold about you, and to have any inaccuracies corrected. Should you wish to exercise this right, your request must be made in writing to the Data Protection Officer, Argyll & Bute Council, Kilmory, Lochgilphead, PA31 8RT, email iain.jackson@argyll-bute.gov.uk or telephone 01546 604188.