

# New and Improved Property Relief Application Form

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

Tel: 01586 555249  
Fax: 01586 553050  
E-mail: ndr@argyll-bute.gov.uk

NAME & ADDRESS:

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## Introduction

With effect from 1 April 2018 the Scottish Government has introduced New and Improved Property Relief. This is applicable where your premises is a new build property or you make improvements to your property which results in an increase to the rateable value. Where a New Build property is vacant, 100% relief is available until the property becomes occupied. Once the property is occupied, 100% relief is available for a maximum 12 months. For improved properties, 100% relief is available for a maximum of 12 months on the increase in rateable value (adjusted for any Transitional Relief) resulting from the alterations (ignoring any intermediate reduction in rateable value such as from a partial demolition of the building being expanded). In both cases relief can only be applied in 2018/19 and 2019/20 and must end on 31/03/2020 at the latest. An application must be submitted for this relief.

### The Property

The address of the property for which you are claiming:

<b>ADDRESS:</b>	
[NDRC:Addr1]	
[NDRC:Addr2]	
[NDRC:Addr3]	
[NDRC:Addr4]	
[NDR:PostCode]	

<b>New Property</b>	
Is the property occupied? Yes/No	
If no, likely date of occupation	
<b>Improved Property</b>	
Previous Rateable Value	
New Rateable Value	

### 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. 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** 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 e.g. Owner, Director, Manager, Partner, Agent etc.

**Please turn over**

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

Signed	<input type="text"/>	Date	<input type="text"/>
Name	<input type="text"/>	Position Held	<input type="text"/>

(Please print in BLOCK LETTERS)

Daytime Contact Telephone Number

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.

Please return form to: Argyll & Bute Council, Customer and Support Services, Kintyre House, Snipefield Industrial Estate, Campbeltown, PA28 6SY



**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 [ian.jackson@argyll-bute.gov.uk](mailto:ian.jackson@argyll-bute.gov.uk) or telephone 01546 604188.