



APPLICATION FOR MANDATORY AND/OR DISCRETIONARY RELIEF OF NON DOMESTIC RATES

ACCOUNT REF NO:

NAME & ADDRESS:

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

This form should be completed in respect of premises where you wish to claim Mandatory, Discretionary or Sports relief. You must be a charity, non-profit making organisation or sports club to qualify for these reliefs. You **must** also submit documentary evidence to support your claim, which is a copy of your organisation's constitution and the latest audited accounts. The following amounts of relief may be applicable:

| | |
|--|--|
| Registered Charity (registered with Office of Scottish Charity Regulator) | 80% Mandatory relief plus 20% Discretionary relief |
| Non Profit Making organisation which is charitable or providing Social Benefit | 100% Discretionary relief |
| Sports Club Licensed to sell alcohol | 75% Licensed relief |
| Sports Club Unlicensed | 100% Unlicensed relief |
| Sports Club registered as a Community Amateur Sports Club | 80% Mandatory relief |

Any decisions made regarding your application will be in accordance with the Non Domestic Rates Local Government (Financial Provisions etc) (Scotland) Act 1962.

SECTION 1 - ORGANISATION DETAILS

Name of Organisation:

Address of Property:

SECTION 2 – OCCUPATION OF PROPERTY

a) Is the property occupied by, or by the trustees for, a charity and is **wholly** or **mainly** used for charitable purposes?

YES

NO

b) **Or** is within a category specified by the Secretary of State by Order, being a category of lands and heritages which are not used for profit making purposes, which are wholly or mainly used as residential accommodation for person living separately from any family and in which certain facilities are shared by those persons?

YES

NO

c) Please select which type of organisation you are claiming relief for:

Registered Charity

Non Profit Making

Sports Club

SECTION 3 – WHAT RELIEF ARE YOU APPLYING FOR?

Mandatory

(Complete Section 4)

Discretionary

(Complete Section 5)

Both

(Complete Sections 4 & 5)

SECTION 4 – MANDATORY RELIEF

a) Is your organisation a charity, registered on the Scottish Charity Register?

YES

NO

If yes, please provide your charity reference number:

SC

b) If relief is being claimed on the grounds that the property falls within a category specified at Section 2b above, please quote the relevant category and give brief details of the purposes for which the property is used:

c) Is the property or any other property associated with the organisation licensed to sell alcoholic liquor? (This will restrict the amount of relief available)

YES

NO

SECTION 5 – DISCRETIONARY RELIEF

a) Please select one of the following options which best describes the purpose of the occupation of the property (please tick all that applies):

Is a registered charity

Is not a registered charity but its purposes are charitable

Occupied by the person or organisation named above and the property is wholly or mainly used for charitable purposes.

Social Benefit

The property occupied by the organisation which is not established or conducted for profit and whose main objectives are, and the use made of the property is concerned with Education or Science or Social Welfare or Literature or Fine Arts or otherwise philanthropic.

Please give brief detail:

Recreational/Sporting

Occupied for the purpose of a club, society or other organisation not established for profit, and the property is wholly or mainly used for recreation etc.

Please give brief detail:

b) Are you registered with the Inland Revenue as a Community Amateur Sports Club (CASC)?

YES

NO

If YES, please provide your CASC registration number:

c) Is the property (or any other property associated with the organisation) licensed to sell alcoholic liquor?

YES

NO

d) If the premises are used as a charity shop, please detail the approximate percentage of goods which are donated:

 %

e) Argyll and Bute Council is committed to equality, therefore applicants for discretionary relief must have a constitution which demonstrates a commitment to equality and must operate an equal opportunities policy. In order for your application for discretionary relief to be considered, **a copy of the organisations equal opportunities policy must be supplied.**

SECTION 6 - DECLARATION

I/We apply for relief of the rates payable in respect of the above property. I/We certify that the information provided is correct at the date of signing this form and that I or my successors in office will notify the rating authority if:

- a) There is a change in use
- b) The organisation or a property associated with it is granted a license to sell alcoholic liquor.

| | |
|-----------------------------|--|
| Signature | |
| Appointment/Position | |
| Date | |

SECTION 7 – DOCUMENTARY EVIDENCE

In order to assess any entitlement to relief, it is essential that you enclose the following with your application:

- A copy of the Constitution and rules of the organisation
- A copy of the latest set of audited accounts (in the case of a new organisation, an estimate of the first year's income and expenditure)
- A copy of the organisations Equal Opportunities Policy (If applying for Discretionary Relief)

PLEASE RETURN COMPLETED FORM ALONG WITH SUPPORTING DOCUMENTATION TO:

**Argyll & Bute Council
Non Domestic Rates Department
Kintyre House
Snipefield Industrial Estate
Campbeltown**



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.

Under EC regulation 1998/2006 (de minimis aid regulation), this is a de minimis 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 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.)