



## Non Domestic Rates Application for Small Business Bonus Scheme 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:

### Introduction

The Small Business Bonus Scheme provides relief to businesses with properties in Scotland with a rateable value of £18,000 or less. If the cumulative rateable value of a business's properties falls between £18,000 and £35,000 the scheme will offer 25% relief to individual property with a rateable value up to £18,000. No relief is available for properties used for payday lending. **From 1st April 2020 relief is not available to properties not in active use.**

The Scheme provides the following relief for rating years from 2019/20 onwards.

Combined Rateable Value (RV) of all premises in Scotland	%
Up to £15,000	100
£15,001 to £18,000	25
£18,001 to £35,000 (only on individual properties with RV of £18,000 or less)	25

This form enables you to apply for this relief. Please complete **all** questions on this form 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](mailto: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 and supply the required information as detailed.

## 1. The Property

Subject Address:

Subject Description:

Rateable Value:

Is the property currently in active use? (Does **NOT** include unoccupied premises in temporary suspended use resulting from lockdown restrictions)

Yes

No

If No, please provide the date the property became unoccupied?

If Yes, please give details of what this property is used for?

## 2. 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) –

*Individual*

*Private Limited Company (LTD)*

*Sole Trader*

*Public Limited Company (PLC)*

*Partnership*

*Limited Liability Partnership (LLP)*

*Charitable Organisation*

*Other (Please state)*

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

### **3. 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 first box below. **PLEASE NOTE – DO NOT INCLUDE PROPERTIES FOR WHICH YOU PAY COUNCIL TAX.**

<b>Address</b>	<b>Rates Reference No</b>	<b>Rateable Value</b>	<b>Occupied? Yes/No</b>

### **4. State Aid**

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.)

**Have you (i.e. your business) received any public sector assistance through the State Aid Scheme over the last 3 years? (Please tick)**

Yes  No

**If Yes, please list any other State Aid which you are already in receipt of:**

### **5. Backdated Relief**

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)**

## **6. Declaration**

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

I am 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 understood the privacy notice accompanying this relief application:  
<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](mailto:ndr@argyll-bute.gov.uk)**