**South Ayrshire Council**



**Small Business Bonus Scheme**

**How your personal information will be used**

It is our responsibility to keep your information safe. We will only collect the minimum amount of personal information we need to process your application and we may verify the information you provide with information we currently hold on file. We may get information from third parties or give information to them to check the accuracy of information, and we may share the information you have provided with relevant bodies to manage public funds, or prevent and detect fraud, as permitted by law. To find out what to expect when the Council collects your personal information, please visit our website - <https://www.south-ayrshire.gov.uk/privacy-policy>

**Introduction**

Small Business Bonus Relief available depends on the total rateable value of the eligible property you are entitled to occupy. From 1st April 2020 **Small Business Bonus Scheme relief is only available to properties that are in active use.**

In line with The Non-Domestic Rates (Levying) (Scotland) Regulations 2014 and The Non-Domestic Rates (Levying and Miscellaneous Amendment) (Scotland), payday lenders, Car parks, car spaces, advertisements and betting shops will no longer qualify for Small Business Bonus Relief effective from 1st April 2023.

This form needs to be completed and returned as soon as possible, either by e-mail to: [business.rates@south-ayrshire.gov.uk](mailto:business.rates@south-ayrshire.gov.uk). (a scanned copy is acceptable) **or**

By post to: South Ayrshire Council, Non-Domestic Rates, PO Box 31, Wellington Square, Ayr, KA7 2PL

**THE DECLARATION MUST BE SIGNED AND DATED**.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 1. **Name and address of Organisation Claiming Relief** | |  | | |
| 1. **Legal Structure of the Ratepayer**   **(Please select the relevant category and supply company no or charity no where applicable)** | | | | |
| **Private Limited Company (LTD)** | | | **Company No** |  |
| **Public Limited Company (PLC)** | | | **Company No** |  |
| **Limited Liability Partnership (LLP)** | | | **Company No** |  |
| **Charitable Organisation** | | | **Scottish Charity No** |  |
| **Sole Trader** | **YES/NO** | | **Partnership** | **YES/NO** |
| **Individual** | **YES/NO** | | **Other (Please state)** |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 1. **Rates Billing Reference No**    * *If Billing Account reference is not known, provide Assessor Property Reference (can be checked on* [*https://www.saa.gov.uk/*](https://www.saa.gov.uk/)*):* |  | | | |
| 1. **Property Description on which relief is being claimed** |  | | | |
| 1. **Address of property for which relief is being claimed**    * *If you have recently taken possession of this property and need to advise us of this, please provide a copy of your signed lease or confirmation from your solicitor of your purchase, and return with this application.* |  | | | |
| 1. **Is the property occupied and in active use?**     * *Evidence of this may be required* | **YES/NO** | | | |
| 1. **Is the property a car park, car spaces, advertisements, betting shop or pay day lender?** | **YES/NO** | | | |
| 1. **Please give a full description of what the property is used for:** | | | | |
| 1. **From what date do you wish to claim Small Business Bonus?** | |  | | |
| 1. **Are you liable for Business Rates on any other property in Scotland?** | | **YES/NO** | | |
| **Please provide details of properties below (continue on separate sheet if required) –**   * *If you are liable for any additional business properties within Scotland you must notify South Ayrshire Council immediately of any change in circumstances to these additional business properties.* | | | | |
| **Full Address of the property including postcode** | | | **Business rates reference No.** | **Is the property occupied and in use?** |
|  | | |  | **YES/NO** |
|  | | |  | **YES/NO** |
|  | | |  | **YES/NO** |

**Declaration**

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

* **I am, or 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 understand the statement above about the use of personal information, the Revenues privacy notice is available at https://www.south-ayrshire.gov.uk/privacy-policy**
* **I claim the above relief from Non-Domestic rates liability.**

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| --- | --- |
| **Applicant Name** |  |
| **Capacity (e.g.: Owner; Tenant; Agent; Employee)** |  |
| **Telephone Number** |  |
| **E-mail Address** |  |
| **Contact Address** |  |
| **Your Signature** |  |
| **Date** |  |