**South Ayrshire Council**



**Hospitality Relief**

**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**

You may be entitled to 40% Hospitality Relief, if the following applies:

* the property must be wholly or mainly used for a purpose specified and you must fall into one of the following classes, as detailed below
* the property requires to have a rateable value of £51,000 or less, and
* the maximum amount by which the liability of any person liable to pay rates may be reduced under this regulation is £110,000.

The classes are as follows –

|  |  |
| --- | --- |
| **Class 1** | Bed and breakfast accommodation Use as bed and breakfast accommodation. |
| **Class 2** | Camping site Use as a camping site. |
| **Class 3** | Caravan Use as a caravan (within the meaning of Part 1 of the Caravan Sites and Control of Development Act 1960(11)). |
| **Class 4** | Caravan site Use as a caravan site (within the meaning of Part 1 of the Caravan Sites and Control of Development Act 1960(12)). |
| **Class 5** | Chalet, holiday hut and bothy Use as a chalet, holiday hut or bothy. |
| **Class 6** | Guest house, hotel and hostel Use as a guest house, hotel or hostel, where no significant element of care is provided. |
| **Class 7** | Public house Use as a public house or nightclub where the following conditions are satisfied—  (a) a premises licence authorising the sale of alcohol for consumption both on and off the premises has been issued by a licensing board under section 26 (issue of licence and summary) of the Licensing (Scotland) Act 2005(13),  (b) the premises are used for such sales to members of the public, principally for consumption on the premises, in accordance with the operating plan contained in the premises licence, and  (c) the operating plan contained in the premises licence does not include any provision that such sales are made subject to those members of the public residing at, or consuming food on, the premises |
| **Class 8** | Restaurant Use for the sale of food or refreshments to members of the public for consumption on those premises, including any café, coffee shop, bistro, fast food restaurant or snack bar that is so used. |
| **Class 9** | Self-catering holiday accommodation Use as self-catering holiday accommodation |
| **Class 10** | Timeshare accommodation Use as timeshare accommodation. |
| **Class 11** | Small music venue - Use as a venue to host live music events where each of the following conditions is satisfied—  (a) the premises are used as an indoor, permanent venue, operating all-year round,  (b) the venue is used wholly or mainly to host live music events for a public audience, and  (c) the venue has a maximum capacity of 1500 persons. |

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) **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 Person/Company 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)** |  |

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| --- | --- | --- | --- | --- |
| 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 from eligible classes**    * *Evidence of this may be required* |  | | | |
| 1. **Rateable Value** |  | | | |
| 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. **Please give a full description of what the property is used for:** | | | | |
| 1. **Are you the ratepayer for any other hospitality properties 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.** | **Have you/intend to make an application for Hospitality Relief?** |
|  | | |  | **YES/NO** |
|  | | |  | **YES/NO** |
|  | | |  | **YES/NO** |
| 1. **Subsidy Rules under the Subsidy Control Act 2022**   Have you (i.e., your business/organisation) received public sector assistance over the last 3 years\* that in total would **exceed £315,000**, or would you expect to exceed that threshold if this relief were granted to you? (\*current and previous two accounting years of your club/organisation) | | | | **YES/NO**   * **If yes, you will be asked to provide additional details** |

**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** |  |