**South Ayrshire Council**



**Day Nursery 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**

This form needs to be completed and returned as soon as possible, either by post to: South Ayrshire Council, Non-Domestic Rates, PO Box 31, Wellington Square, Ayr, KA7 2PL, or by e-mail to: [business.rates@south-ayrshire.gov.uk](mailto:business.rates@south-ayrshire.gov.uk). (a scanned copy is acceptable)

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

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| 1. **Name and address of Organisation Claiming Relief** | |  | | | | | |
| 1. **Property Description on which relief is being claimed** | |  | | | | | |
| 1. **Address of property for which relief is being claimed** | |  | | | | | |
| 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/>): | |  | | | | | |
| 1. **Legal Structure of the Ratepayer (Please select the relevant category)** | | | | | | | |
| **Private Limited Company (LTD)** |  | | | **Company No** | |  | |
| **Public Limited Company (PLC)** |  | | | **Company No** | |  | |
| **Limited Liability Partnership (LLP)** |  | | | **Company No** | |  | |
| **Charitable Organisation** |  | | | **Charity No** | |  | |
| **Individual** |  | | | **Sole Trader** | |  | |
| **Partnership** |  | | | **Other (Please state)** | |  | |
| 1. **Information regarding purposes for which the premises are used** | | | | | | | |
| **Is the property occupied and used as a day nursery?** | | | | | **YES** | | **NO** |
| 1. **Information relating to any other relevant properties in Scotland** | | | | | | | |
| **Are you or a related entity (e.g. parent or subsidiary company)**  **responsible for the rates for any other properties in Scotland?** | | | | | **YES** | | **NO** |
| **If the answer is YES, please provide details of the address including post code for each property together with an indication whether day nursery relief is being applied for. A copy of the latest rates notice may be required if the property is not in South Ayrshire.** | | | | | | | |
| **Property Address** | | | **Rates Reference** | | **Applying for Day Nursery Relief?** | | |
|  | | |  | | **YES** | | **NO** |
|  | | |  | | **YES** | | **NO** |
|  | | |  | | **YES** | | **NO** |
| 1. **Subsidy Control** | | | | | | | |
| **This relief could be considered as a subsidy and therefore subject to the provisions on subsidy control set out in the Trade and Cooperation Agreement (TCA) agreed between the UK and European Union, effective from 1 January 2021. Further information on these provisions is available at:** [**www.gov.scot/Topics/Government/State-Aid**](http://www.gov.scot/Topics/Government/State-Aid)**. If you consider that you or a related entity (e.g. parent or subsidiary company) have received any subsidy over the past 3 years that may be considered as a subsidy under these provisions, please provide details below.** | | | | | | | |
|  | | | | | | | |

**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 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.**

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