**South Ayrshire Council**



**Mandatory and/or Discretionary 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)** | | | **YES** | **NO** |
| **Public Limited Company (PLC)** | | | **YES** | **NO** |
| **Limited Liability Partnership (LLP)** | | | **YES** | **NO** |
| **Charitable Organisation** | | | **YES** | **NO** |
| **Sole Trader** | | | **YES** | **NO** |
| **Individual** | | | **YES** | **NO** |
| **Partnership** | | | **YES** | **NO** |
| **Sole Trader** | | | **YES** | **NO** |
| **Other (Please state)** |  | | **YES** | **NO** |
| **IF APPLICABLE, Companies House Registration number or Charity Registration number: (Company number e.g.: SC123456)** | | |  | |
| 1. **Information regarding the organisation and the purposes for which the premises are used** | | | | |
| **a) Charitable Organisation:** | | | | |
| **Is the property occupied and used wholly or mainly for charitable purposes by the organisation making the relief claim?** | | | **YES** | **NO** |
| **b) Non-profit Making Organisation – Social Benefit:** | | | | |
| **Is the property occupied and used wholly or mainly for the purposes of the organisation, which is not established or conducted for profit, making the relief claim?** | | | **YES** | **NO** |
| If **YES**, please indicate which of the following categories best describes the use made of the property on which relief is being claimed: | | | | |
| **Education** | | | **YES** | **NO** |
| **Science** | | | **YES** | **NO** |
| **Social Welfare** | | | **YES** | **NO** |
| **Literature** | | | **YES** | **NO** |
| **Fine Arts** | | | **YES** | **NO** |
| **Otherwise Philanthropic** | | | **YES** | **NO** |
| Give brief details of the purposes for which the property is used: | | | | |
|  | | | | |
| **c) Is the property used as a Charity Shop?** | | | **YES** | **NO** |
| If **YES**, please confirm what percentage of sales relate to donated goods (you may be asked to provide additional accounts information) | | |  | |
| **d) Is the property occupied and used wholly or mainly for the purpose of recreation (sport)?** | | | **YES** | **NO** |
| **e) Is the organisation licensed to sell alcohol? (Answer NO if alcohol is only sold under a Council granted occasional licence.)** | | | **YES** | **NO** |
| If **YES** to 6(e) above, you may be asked to provide additional accounts information. Sports and recreational organisations/clubs who have answered **YES** to 6(d) above will be required to complete the Sports Relief application form. | | | | |
| **e)** A copy of your organisation/club’s latest constitution and rules must be included with your application unless you are a registered charity whose details are already publicly available on the OSCR web site. | | | | |

**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.**

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