**South Ayrshire Council**



**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>

**PARTLY UNOCCUPIED PROPERTY**

The following conditions must apply before relief can be granted:

1. that relief only be granted to those subjects which are, or were previously used as an industrial property;
2. that all claims be for a period in excess of 1 month but not more than 3 months;
3. that only one claim be accepted in respect of a subject or part thereof, in each financial year;
4. that such claims only be afforded where the rateable value of the part of the premises in question is equal to or greater than 5% of the total rateable value of the property as per the Valuation Roll or £1,500 whichever was the lesser;
5. that all applications for relief be submitted immediately that part of the property became unoccupied to which the application relates and no relief be granted in respect of any period prior to the day of application;
6. that where relief was claimed, all applications be supported by a plan showing the area of areas involved

This form needs to be completed and returned as soon as possible by e-mail to: 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**.

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| 1. **Ratepayer (As per Bill)**
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| 1. **Property Description on which relief is being claimed**
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| 1. **Address of property for which relief is being claimed**
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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/>):  |  |
| 1. **Rateable Value**
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| 1. **Legal Structure of the Ratepayer (Please select the relevant category)**
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| **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)** |
| **Period of claim (Exact Dates)** | **From** | **To** |
| **Is this an industrial type property?**  | **YES** | **NO** |
| **Reason for the applicable part of the property not being occupied -** |
| **Note : - All claims must be accompanied by a Plan showing the area or areas in respect of which relief is being sought. This will be passed on to the Ayrshire Valuation Joint Board in order that a value is attributed to the unoccupied area for relief purposes.** |
| **It may be necessary to inspect the property; therefore, the following information is required:** |
| **Contact Name** |  |
| **Contact Address** |  |
| **Daytime Contact No.**  |  |
| **E-mail Address**  |  |

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| **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** |

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| **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** |  |