**South Ayrshire Council**



**Transitional 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://beta.south-ayrshire.gov.uk/privacy-policy**](https://beta.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. (a scanned copy is acceptable)

**1. Ratepayer**

|  |  |
| --- | --- |
| **Ratepayer Name** |  |
| **Rates Billing Reference** If Billing Account reference is not known, provide Assessor Property Reference (can be checked on <https://www.saa.gov.uk/>):  |  |
| **Property Address (including postcode)** |  |

 **Legal Structure of the Ratepayer (Please select the relevant category)**

|  |  |
| --- | --- |
|  **Individual** |  |
| **Sole Trader** |  |
| **Partnership** |  |
| **Private Limited Company (LTD)** |  | **Company Number** |  |
| **Public Limited Company (PLC)** |  | **Company Number** |  |
| **Limited Liability Partnership (LLP)** |  | **Company Number** |  |
| **Charitable Organisation** |  | **Charity Number** |  |
| **Other (Please State)** |  |  |

**2.** **Is your property currently vacant/unoccupied and in receipt of Empty Property Relief?**

**(Unoccupied does NOT include premises in suspended use resulting from lockdown restrictions)**

 **(Please put an ‘X’ in the relevant box)**

**Yes No Don’t know**

**3.** **If the property is occupied, is it used wholly or mainly for one or more of the specified purposes listed below? (Please select relevant category)**

|  |  |  |
| --- | --- | --- |
| **Class 1** | **Bed and breakfast accommodation** |  |
| **Class 2** | **Camping site** |  |
| **Class 3** | **Caravan** |  |
| **Class 4** | **Caravan site** |  |
| **Class 5** | **Chalet and holiday hut** |  |
| **Class 6** | **Guest house, hotel and hostel** |  |
| **Class 7** | **Public house** |  |
| **Class 8** | **Restaurant** |  |
| **Class 9** | **Renewable Energy Generation** |  |
| **Class 10** | **Self-catering holiday accommodation** |  |
| **Class 11** | **Timeshare accommodation** |  |

**4. Was the property used for the specified purpose on 31 March 2017?**

**Yes / No**

**5.** Transitional 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.

**6. 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 [south-ayrshire.gov.uk/article/27284/Other-services](https://beta.south-ayrshire.gov.uk/article/27284/Other-services)
* 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 |  |