



## ABERDEEN CITY COUNCIL

www.aberdeencity.gov.uk

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Confidential

### Application for disabled person's rates relief

You should fill in this form if you want to reduce the amount you pay for a property used to meet the needs of disabled people.

To qualify for relief, the property must be used for one or more of the purposes set out in section C over the page, and at least 50% of the property must be used for one or more of these purposes.

If the whole property is not used for these purposes, we may not give you the full relief.

If you want to discuss whether you are entitled to relief or need any help in filling in this form, please contact us at the address shown above.

For help with language or interpreting and other kinds of communication support, please contact 01224 346 146.	
ভাষা/ইন্টারপ্রেটিং এবং অন্যান্য ফরমেটের যোগাযোগ সাহায্যের জন্য দয়া করে :01224 346 146 নম্বরে যোগাযোগ করবেন।	للحصول على مساعدة بخصوص اللغة/ الترجمة و وسائل الاتصال الأخرى، الرجاء الاتصال بالرقم التالي: 01224 346 146
如果需要語言/傳譯及其他形式的傳訊支援服務，請聯絡:01224 346 146。	زبان / ترجمانی (انٹرپرائیٹنگ) میں مدد اور اپنی بات دوسروں تک پہنچانے میں مدد کی دوسری طرزوں کیلئے، براہ کرم اس نمبر پر رابطہ کریں: 01224 346 146
Если требуется помощь при выборе языка / переводчика или других способов общения, звоните по телефону: 01224 346 146	Jeśli potrzebujesz pomocy językowej / tłumacza lub innej pomocy w porozumiewaniu się, proszę zadzwonić pod numer: 01224 346 146
Jei jus turite sunkumu su kalba/ vertimu ar kitomis bendravimo formomis, skambinkite 01224 346 146.	Lai saņemtu palīdzību sakarā ar valodu/tulkošanu un citiem iespējamiem komunikāciju atbalsta formātiem, lūdzu zvanīt 01224 346 146.

Please fill in the details over the page.



Account reference

## Application for disabled person's rate relief

You should fill in all parts of this form which are relevant to you. We may ask for more details to check any information you give.

### Section A - Your organisation

1 The name of your organisation \_\_\_\_\_

2 Is it: a public-sector organisation?  a private-sector organisation?  a charity?

If your organisation is a charity, what is its charity number? \_\_\_\_\_

3 Please give a brief description of the aims of your organisation.

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4 Please give details about yourself.

Your name \_\_\_\_\_

Your position in the organisation \_\_\_\_\_

Phone number \_\_\_\_\_ E-mail address \_\_\_\_\_

### Section B - Your property

1 What is the address of the property you are claiming relief for?

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2 When did you start using the property? \_\_\_\_\_

3 If you have been using the property for a number of years, what circumstances have changed to allow you to apply for relief now?

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4 What is the main (or only) use of the property?

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5 If the property is used as a nursing home, is it registered with Aberdeen City Council? Yes  No

6 How many people use the property (for example, the number of residents or day-care clients)?

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## Section C - The people you deal with

1 Please tell us what types of people use the facilities in the property by ticking the relevant box (or boxes) below.

People who are suffering from illness and need residential accommodation.

People who are receiving after-care and need residential accommodation.

People who are registered as being disabled and need residential care.

People who are registered as being disabled and need residential after care.

People who are registered as being disabled and are receiving training.

People who are suffering from illness and receiving training.

People who are elderly or physically weak and need residential welfare services.

People who are elderly or physically weak and need day-care services.

People who are receiving sheltered employment.

2 Do any these people receive medication? Yes  No

If 'Yes', please give details.

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3 Is nursing care provided? Yes  No

If 'Yes', please give details and the relevant qualifications of the staff.

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4 Are any of these who use the facilities receiving medical care from a GP or consultant? Yes  No

If 'Yes', please give details.

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Continued over the page.



We cannot consider paying relief for people who are receiving medical care. We may need to contact you if we think this is the case. Depending on the circumstances, we may also need to visit the property you are claiming relief for.

### Section D - Supporting documents

To allow us to deal with your application for rates relief, we need to see copies of at least one of the following documents.

If you have already sent us an application for disabled person's rates relief for another property in Aberdeen within the last year, you do not need to send any documents. Please tick the relevant box below.

Yes, I **have** claimed relief in the last year so will not need to send documents.

No, I **have not** claimed relief in the last year so I will need to send in the following documents.

	Sent	Will send
A memorandum of association of the organisation	<input type="checkbox"/>	<input type="checkbox"/>
The organisation's constitution (set of rules)	<input type="checkbox"/>	<input type="checkbox"/>
The organisation's latest annual report	<input type="checkbox"/>	<input type="checkbox"/>
Promotional materials	<input type="checkbox"/>	<input type="checkbox"/>

Without these documents we, cannot deal with your application. If you cannot send these now, please tell us when you are likely to send them. \_\_\_\_\_

### Section E - Changes to the amount of rates you will pay

Once we have received your application (and other documents we need), we aim to deal with it within 14 working days. If you have already received a full rates bill, you **should not make any payments** until we let you know how much relief you are entitled to.

- If you are entitled to full relief, we will send you a letter confirming this.
- If you are **not** entitled to full relief, we will send out a revised bill. You should then arrange to pay the amounts given on the revised bill.

The amount of relief you get is reviewed every year. We will send out a letter before April of each year asking you to confirm that you are still using the property and that other details have not changed.

If we do not get a reply to our letter, we will cancel your relief from the start of the new financial year. We will then send you a full rates bill. You can then ask for us to start paying relief again but you must do so within three months of the bill being sent out.

Please tick that you have read and understood the above.

### Section F - Declaration

Before signing and returning this form, please read the following.

The information I have given is true and accurate.

I give you permission to make any necessary enquiries to check the information I have given.

I understand that if I give false information, you may immediately stop paying my relief.

I have sent you the forms asked for in section D.

Signature \_\_\_\_\_ Date \_\_\_\_\_