



ABERDEEN
CITY COUNCIL

www.aberdeencity.gov.uk

Business Rates
Aberdeen City Council
Business Hub 16
Marischal College
Broad Street
Aberdeen
AB10 1AB

Phone: 01224 346146
Fax: 01224 346700
Email: businessrates@aberdeencity.gov.uk

Application for small business bonus

You can use this form to apply for small business bonus. This may reduce the amount you have to pay. The amount you have to pay depends on the rateable value of your business property. If you have more than one property you may not get so much relief. The table below explains the amount of relief available.

Thresholds by rateable value (rv) (£)	2009/2010 thresholds	2010/2011 thresholds (and continuing)
100% relief	£ 8,000	£10,000
50% relief	£10,000	£12,000
25% relief	£15,000	£18,000
Upper limit for cumulative (rv) *	£15,000	£25,000

This will allow a business with 2 or more properties with a cumulative rateable value of under £25,000 to qualify for relief at 25%.

To allow us to work out how much relief you are due, you need to answer the questions on this form. If you need any help or advice, you can telephone us on 01224 346146. If you want to email us, our address is businessrates@aberdeencity.gov.uk. The form should then be returned to us at the address shown above.

Section A	
1. What is your full name or company name?	
2. What is the address of the property you are claiming relief for?	
3. What is the rateable value of the property? (you will find this on your rates bill)	£
4. Is the property empty?	YES <input type="checkbox"/> NO <input type="checkbox"/>
If YES, from what date did it become empty?	

Section B	
1. Do you have any other business properties in Aberdeen or Scotland that you own, lease or occupy? (we need to know all your properties)	YES <input type="checkbox"/> NO <input type="checkbox"/>

If YES, please give details	Address of property:
	Rateable value £
Is the property empty?	YES <input type="checkbox"/> NO <input type="checkbox"/>
	Address of property:
	Rateable value £
Is the property empty?	YES <input type="checkbox"/> NO <input type="checkbox"/>

Section C	
1. Do you get any state aid? e.g. Do you get any financial help from the Council or the Government? If you do, you need to tell us about this. If you don't get any, please ignore this section.	
2. What is the value of the aid you get?	£

We will try and deal with your application within 14 days after we have received it. Any relief you are entitled to will be shown on your rates bill.

- If it is your annual bill, this will be sent to you in April of the year we are charging you for.
- If your application is received after April in any year, we may need to send you a revised bill.

If you want to check the progress of your application and how much relief you are entitled to, please contact us using the details on page 1 of this form.

Please give us your contact details in case we need to get in touch with you.

Name _____

Phone Number _____

E-mail address _____

I have read and understood the information on this form and provided details that are true and accurate.
I understand the Council may contact me to confirm these details.

Signed _____

Date _____

The form should then be returned to us at the address shown on the previous page.