

NON-DOMESTIC (BUSINESS) RATES

APPLICATION FOR TRANSITIONAL RELIEF - SMALL BUSINESS BONUS SCHEME CAP

Please enter the full address including postcode of the Non-Domestic property for which you are claiming:

Council Billing Account reference (check your non-domestic rates bill):

If Billing Account reference is not known, please provide Assessor Property Reference Number (can be checked on <https://www.saa.gov.uk/>):

Introduction

Properties which no longer qualify for Small Business Bonus Relief from 01 April 2023, may qualify for the Small Business Bonus Cap Scheme which limits the amount due for Non-Domestic Rates to a maximum of £600.00 for 2023-24.

To qualify for the cap scheme, the following criteria must be fully met:

- The property met the qualifying criteria for the General Revaluation Transitional Relief Scheme at 01 April 2023, **and**
- Small Business Bonus Relief was awarded at 31 March 2023, **and**
- Entitlement to Small Business Bonus Relief ended on 01 April 2023 due to an increase to the rateable value as a result of Revaluation, **or**
- Entitlement to Small Business Bonus Relief ended on 01 April 2023 due to changes in the legislation which excludes relief to the following properties:
 - a) Properties which are used to display advertising.
 - b) Properties wholly or mainly used for the purposes of betting.
 - c) The provision of one or more car parking spaces.

1. Ratepayer

Please provide full details of the Ratepayer (person(s) / business / organisation liable to pay the rates on the above property):

Ratepayer Name:

Legal Structure of the Ratepayer (Please put an 'X' in any of the relevant boxes):

<i>Individual</i>	<input type="checkbox"/>	
<i>Sole Trader</i>	<input type="checkbox"/>	
<i>Partnership</i>	<input type="checkbox"/>	
<i>Private Limited Company (LTD)</i>	<input type="checkbox"/>	
<i>Public Limited Company (PLC)</i>	<input type="checkbox"/>	
<i>Limited Liability Partnership (LLP)</i>	<input type="checkbox"/>	
<i>Charitable Organisation</i>	<input type="checkbox"/>	
<i>Other (Please State)</i>	<input type="checkbox"/>	

Companies House Registration Number

Charity Registration Number

Is the property occupied and in use:

Yes

☐

No

☐

Please give a full description of what the property is used for:

Do you have any other business premises in Aberdeen or Scotland that you own, lease or occupy

Yes

☐

No

☐

If the answer to the above question is YES, please populate the table below with the relevant information for each property:

***please continue on a separate sheet if necessary**

Named Ratepayer and Business Name	Full address of the property including postcode	Business Rates Account reference (check your non-domestic rates bill)	Legal Structure of the Ratepayer	<i>Is the property occupied and in use?</i>	<i>Companies House or Charity Registration number (if applicable)</i>

2. 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 in relation to a property I may occupy in Scotland.

I understand that if I give information that is fraudulent, incorrect or incomplete or fail to report changes in circumstances, I (or the Ratepayer I represent) may be liable for a civil penalty and/or prosecuted.

I understand that the council will reclaim any relief incorrectly awarded on incomplete, incorrect or fraudulent information.

I have read and understand the privacy notice accompanying this relief application:

<https://www.aberdeencity.gov.uk/your-data/why-and-how-we-use-your-data/your-data-business-rates>

I claim the above relief from Non-Domestic rates liability.

Applicant Name:

Telephone No:

Capacity (e.g. owner, tenant, company director)

E-mail Address:

Contact Address:

Applicant Signature:

Date:

When completed, this form should be returned by email to: businessrates@aberdeencity.gov.uk
Aberdeen City Council, Business Rates Team, Business Hub 16, Marischal College, Aberdeen, AB10 1AB If you have any general enquiries or require help in completing this form, please telephone 01224 346146.