

NON-DOMESTIC (BUSINESS) RATES

APPLICATION FOR SMALL BUSINESS BONUS SCHEME (SBB)

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

This is an application for the Small Business Bonus Scheme (SBB) - 2023-24. You can get Non-Domestic rates relief through the Small Business Bonus Scheme if:

- The combined rateable value of all your business premises is £35,000 or less
- **and**, the rateable value of individual premises is less than £20,000
- The property is actively occupied (evidence of this may be required)

For ratepayers of a **single** subject, the following will apply for financial year 2023-24:

Rateable Value Range	Percentage of relief (subject to eligibility)
Up to £12,000	100%
£12,001 to £15,000	award will taper from a maximum of 100% to a minimum of 25% *Relief amount determined by the following formula: $100 - (75 \times (1 - (15000 - RV) / 3000))$
£15,001 up to £20,000	award will taper from a maximum of 25% to zero Relief amount determined by the following formula: $25 \times (20000 - RV) / 5000$

For ratepayers of **more than one subject**, the following will apply for financial year 2023-24:

Combined rateable value of all businesses in Scotland	Percentage of relief (subject to eligibility)
Up to £12,000	100%
£12,001 to £35,000	25% for each individual subject with a rateable value of £15,000 or less and/or award will taper from 25% to zero for each individual subject with a rateable value between £15,001 and £20,000,

The following properties are **excluded** from the Small Business Bonus Scheme:

- Properties which are unoccupied or empty.
- Properties which are used to display advertising.
- Properties wholly or mainly used for the purposes of betting.
- Properties wholly or mainly used for payday lending.
- 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):

Individual

--

Sole Trader

--

Partnership

--

Private Limited Company (LTD)

--

Public Limited Company (PLC)

--

Limited Liability Partnership (LLP)

--

Charitable Organisation

--

Other (Please State)

--

--

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	Is the property occupied and in use?	Companies House or Charity Registration number (if applicable)

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.