



Non Domestic Rates New & Improved Property Relief Application

ACCOUNT REF NO:

NAME & ADDRESS:

Argyll & Bute Council
Financial Services
Kintyre House
Snipefield Industrial Estate
Campbeltown
PA28 6SY

Tel: 01586 555249

E-mail: ndr@argyll-bute.gov.uk

Date:

INTRODUCTION

With effect from 1 April 2018 the Scottish Government has introduced New and Improved Property Relief. This is applicable where your premises is a new build property or you make improvements to your property which results in an increase to the rateable value. Where a New Build property is vacant, 100% relief is available until the property becomes occupied. Once the property is occupied, 100% relief is available for a maximum of 12 months.

For improved properties, 100% relief is available for a maximum of 12 months on the increase in rateable value (adjusted for any Transitional Relief) resulting from the alterations (ignoring any intermediate reduction in rateable value such as from a partial demolition of the building being expanded).

Where an increase in Rateable Value is due to a split, merger or reorganisation, a property is not eligible for relief, even if the process involves for instance the creation of a new building.

Yours faithfully

A handwritten signature in black ink, appearing to read 'Fergus Walker'.

Fergus Walker
Revenues and Benefits Manager

NEW & IMPROVED PROPERTY RELIEF APPLICATION

1. THE RATEPAYER

Full name / the name of the organisation / company claiming relief:

Legal Structure of the Ratepayer (Please put an 'X' in the relevant box) –

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

*IF APPLICABLE, Companies House Registration number or Charity Registration number:
(Company number eg: 03493961)*

2. THE PROPERTY

Subject Address:

Subject Description:

3. FOR NEW BUILD PROPERTIES

Is the property currently occupied?

Yes No

If yes, date property became occupied:

If no, likely date of occupation:

4. FOR IMPROVED PROPERTIES

Has the rateable value increased due to an expansion or improvement?

Yes No

Please provide a brief description of the expansion or improvements made to the property:

What was the rateable value prior to improvements?

What is the new rateable value after improvements completed?

5. CERTIFICATION

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 claim the above relief from non-domestic rates liability.

Applicant Name:

Telephone No:

Capacity (e.g. Owner; Tenant; Agent; Employee):

E-mail Address:

Contact Address:

Your
Signature:

Date:

When completed, this form should be returned by post to:

Argyll & Bute Council, Financial Services, Non Domestic Rates, Kintyre House, Snipefield Industrial Estate, Campbeltown, PA28 6SY or by email to ndr@argyll-bute.gov.uk