Certain properties may be entitled to 100% relief from non domestic rates if they meet the statutory conditions (these are shown in the notes overleaf).

To claim relief please complete this form using block capitals and return it without delay to the address shown overleaf.

If you require any help in completing this form, please telephone Customer Advice & Support on 0300 100 1800 or visit any Council Contact Centre/Library Contact Centre (further information is available on the last page of this application form) where our staff will be pleased to give you confidential assistance.

THE APPLICANT

NAME OF OCCUPIER

THE PROPERTY

WHAT IS THE ADDRESS OF THE PROPERTY FOR WHICH RELIEF IS CLAIMED? (PLEASE INCLUDE THE POSTCODE)

WHO OWNS THE PROPERTY?

FROM WHEN?

WHO IS THE TENANT (IF ANY)?

FROM WHEN?
### WHAT THE PROPERTY IS USED FOR

<table>
<thead>
<tr>
<th>Question</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Is the property on which relief is claimed used as a post office?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Is the property on which relief is claimed used as a retail shop?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>If the property is used as a retail shop, are the following for sale (enter yes or no)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Food for human consumption</td>
<td></td>
<td></td>
</tr>
<tr>
<td>General household goods</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Confectionery</td>
<td></td>
<td></td>
</tr>
<tr>
<td>If &quot;yes&quot; please indicate as a proportion of total turnover</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Is the property on which relief is claimed used as a public house or a hotel?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>If &quot;yes&quot; are you liable to pay rates on any other public house or hotel in Scotland?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Is the property on which relief is claimed used as a petrol filling station?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>If &quot;yes&quot; are you liable to pay rates on any other petrol filling station in Scotland?</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### DECLARATION

**I UNDERSTAND THAT:** The Council is under an obligation to manage public funds properly. Accordingly information that you provide the Council will be used to ensure all sums due to the Council are paid timeously. The information may also be used to prevent and detect fraud. It is possible that this information may be shared for the same purposes with other public bodies, including Councils or other organisations which handle public funds.

**I UNDERSTAND THAT:** Any relief awarded in contravention of state aid rules irrespective of whether there was a deliberate or otherwise deception or error, or as a result of any misleading statements given on this form will be recoverable in full and that legal action may be taken against me.

**I AGREE THAT:** You may make any enquiries necessary to check the information I have given.

**I DECLARE THAT:** The information I have given on this form is true, complete and correct. I understand that the deliberate provision of false information in order to achieve financial gain is a criminal offence.

YOUR SIGNATURE __________ DATE __________

NAME __________ TEL NO __________

ADDRESS FOR CORRESPONDENCE __________

CAPACITY (e.g. Secretary, Treasurer, etc.) __________

To find out how we will process and use your personal information in connection with this request please see our Privacy Notices at [www.scotborders.gov.uk/CASSPrivacyNotices](http://www.scotborders.gov.uk/CASSPrivacyNotices).

If you would like a printed copy you can contact us via telephone on **0300 100 1800.**

When completed, this form should be returned to

**Scottish Borders Council**
**Customer Advice & Support Service**
**Council Headquarters**
**Newtown St. Boswells**
**Melrose TD6 0SA**
SCOTTISH BORDERS COUNCIL
LOCAL GOVERNMENT AND RATING ACT 1997
RATES RELIEF FOR PROPERTIES IN RURAL SETTLEMENTS

1. In terms of Schedule 2 to the Local Government and Rating Act 1997 ("the Act"), Scottish Borders Council is required to prepare a Rural Settlement List which came into force on 1 April 1998.

2. The purpose of the Rural Settlement List is to identify rural settlements in the Council’s area for the purposes of the Act. The Act provides that each rural settlement must:

- be wholly or partly within the Council’s area and
- have a population not exceeding 3000 at 31 December 1997 and
- be wholly or partly within a “rural area” as prescribed by the Secretary of State.

The Secretary of State has prescribed the whole of the Council’s area excluding the settlements of Eyemouth, Galashiels, Hawick, Jedburgh, Kelso, Peebles and Selkirk as a “rural area” for the purposes of the Act.

3. The settlements identified in the Rural Settlement List are designated as “rural settlements” for the purposes of the Act. The properties which fall within each settlement are those with any post code listed opposite the name of each settlement in the Rural Settlement List. A copy of the Rural Settlement List is available for inspection at any of the Local Council Offices detailed overleaf.

4. There is then a range of options under which certain properties within these “rural settlements” can be considered for 100% mandatory relief. The following could qualify:

- a “qualifying Post Office” i.e. the sole property used in whole or in part for the purposes of the Post Office (Rateable Value limit £8,500)
- a qualifying General Store i.e. the sole property in which a trade or business is carried on which consists wholly or mainly of the retail sale of both food for human consumption (excluding confectionery) and general household goods (Rateable Value limit £8,500)
- a qualifying Hotel or Public House i.e. a property where alcoholic liquor may be sold under a Hotel or Public House licence granted in terms of Section 9 of the Licensing (Scotland) Act 1976 and that is the only Hotel or Public House occupied by the ratepayer in Scotland (Rateable Value limit £12,750)
- a qualifying Petrol Filling Station i.e. a property where petrol or other automotive fuels are sold by retail to the general public for fuelling motor vehicles intended or adapted for use on roads and that is the only Petrol Filling Station occupied by the ratepayer in Scotland (Rateable Value limit £12,750).

5. Schools and public conveniences in rural settlements will be eligible for 100% discretionary relief.

STATE AID:

Applicants should note that the NON DOMESTIC RATES RELIEF for which they are applying is granted as de minimis aid for State Aid purposes. There is currently a ceiling of 200,000 Euros (around £175,000, although exact amount will fluctuate) of de minimis aid that can be granted over any three year rolling period to any single undertaking.

For the purposes of this legislation a single undertaking includes all enterprises based in the UK having at least one of the following relationships:

- one enterprise has a majority of the shareholders’ or members’ voting rights in another enterprise
- one enterprise has the right to appoint or remove a majority of the members of the administrative, management or supervisory body of another enterprise
- one enterprise has the right to exercise a dominant influence over another enterprise pursuant to a contract entered into with that enterprise or to a provision in its memorandum of articles of association
- one enterprise, which is a shareholder in or member of another enterprise, controls alone, pursuant to an agreement with other shareholders in or members of that enterprise, a majority of shareholders’ or members’ voting rights in that enterprise.
If you consider that you or any other company you have a single undertaking relationship within the UK have already received in excess of, or close to, this sum over the past three years, please attach details with this application form.

CHANGE IN CIRCUMSTANCES:
IT IS YOUR DUTY TO INFORM THE RELEVANT COUNCIL(S) OF ANY CHANGE IN CIRCUMSTANCES WHICH MAY AFFECT YOUR ELIGIBILITY FOR THE SCHEME.

COUNCIL CONTACT CENTRES/LIBRARY CONTACT CENTRES

You can find out the opening times from our website at [www.scotborders.gov.uk/contactcentres](http://www.scotborders.gov.uk/contactcentres) or by calling [0300 100 1800](tel:03001001800) and following the appropriate instructions. They are also displayed at each office.

- **Coldstream**, Library Contact Centre, Gateway Centre
- **Duns**, Library Contact Centre, 49 Newtown Street
- **Eyemouth**, Old High School, Coldingham Road
- **Galashiels**, Paton Street
- **Hawick**, High Street
- **Innerleithen**, Library Contact Centre, Buccleuch Street
- **Jedburgh**, Library Contact Centre, Castlegate
- **Kelso**, Library Contact Centre, Bowmont Street
- **Newtown St Boswells**, Council Headquarters
- **Peebles**, High Street
- **Selkirk**, High Street