

NON DOMESTIC RATES APPLICATION FOR RELIEF



BUSINESS GROWTH ACCELERATOR RELIEF (also known as New and Improved Properties)

PROPERTY REFERENCE NUMBER

ACCOUNT NUMBER

If you require any help in completing this form,
please telephone Customer Advice & Support on

0300 100 1800

INTRODUCTION

From 1 April 2018, Business Growth Accelerator relief provides support to ratepayers of new build premises and those expanding or making improvements to their existing premises. For new build property no Rates will be payable until 12 months after the first date of occupation. For improved properties, the Rates will continue to be based on the initial rateable value for 12 months.

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

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?

PROPERTY CONTINUED

NEW BUILD PREMISES

ARE THE PREMISES DETAILED ABOVE CURRENTLY OCCUPIED?

YES

☐

NO

☐

IF OCCUPIED, ON WHAT DATE DID OCCUPATION FIRST COMMENCE?

IMPROVED OR EXPANDED PREMISES

HAS THE RATEABLE VALUE OF THE PREMISES DETAILED ABOVE INCREASED DUE TO EXPANSION OF OR IMPROVEMENTS TO THE PREMISES?

YES

☐

NO

☐

IF SO, ON WHAT DATE DID THE NEW RATEABLE VALUE TAKE EFFECT?

PLEASE PROVIDE A BRIEF DESCRIPTION OF THE EXPANSION OR IMPROVEMENTS MADE BELOW:

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:- This application can be used to determine any relief from Non Domestic Rates and the Council reserves the right to apply the most appropriate relief to which i am entitled.

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. Owner, Tenant, 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

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**

For Official Use

Act By

Date

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 or by calling **0300 100 1800** 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