

SMALL BUSINESS BONUS SCHEME



THE PROPERTY

Property reference number: Account number:

What is the address of the property?

Is the property **occupied**?

Yes

No

If no, please state the date on which it became **unoccupied**:

 / /

Is the property furnished?

Yes

No

If no, please state the date on which it became unfurnished:

 / /

If you have answered 'No' to either question above, please complete the Empty Property Details section below. Otherwise, please move to the Additional Information section.

EMPTY PROPERTY DETAILS

ENTER
YES or NO

Is there any plant, machinery or equipment in the property?

If yes, was this

(a) last used in the property when it was last in use

(b) intended for use in the property

If the property has been unoccupied for a continuous period of three months or more you may be entitled to exemption if certain conditions can be satisfied. Please complete the following and use the space on the next page to supply any other relevant information.

(i) Was the property, when last occupied, used for retailing?

(ii) Is the property a listed building, subject to a building preservation notice or a scheduled ancient monument?

(iii) Is the person **entitled to possession** of the property

• a trustee under a Trust Deed or Sequestration

• the executor of a deceased person

• a liquidator

• a company being wound up

EMPTY PROPERTY DETAILS (CONT'D)

ENTER
YES or NO

- (iv) Is the owner prohibited by law from occupying the premises or allowing its occupation?
(If yes please enclose a copy of the notice prohibiting occupation)
- (v) Is the property kept vacant by reason of action taken by or on behalf of the crown or any local or public authority with a view to acquiring it or prohibiting its occupation?
- (vi) Are the premises constructed or adapted for use in the course of a trade or business?
- (vii) Were the premises previous used for
- the manufacture, repair or adaptation of goods
 - the subjection of goods or materials to any process
 - storage (including the storage or handling of goods in the course of their distribution)
 - the working or processing of minerals
 - the generation of electricity

ADDITIONAL INFORMATION

Do you occupy any other commercial properties in Scotland? YES NO

If yes, please enter below details of all the commercial properties you occupy not only within Scottish Borders but throughout Scotland.

ADDRESS	RATES NUMBER (FROM BILL)	RATEABLE VALUE

(Please enclose a copy of the latest rates bill to verify the Rateable Value).

Please enter below any further information you may wish to give in connection with this application.

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 may be 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**

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