

Business Rates Application for Small Business Bonus



www.aberdeencity.gov.uk/services/business-and-licensing

Qualifications

You can use this form to apply for small business bonus. This may reduce the amount of business rates you have to pay. The amount you pay depends on the rateable value of your business property.

If you have more than one property you may not get so much relief. The table below explains the amount of relief available.

Up to £15,000	100%
£15,001 to £18,000	25%
£18,001 to £35,000	25%*

* On individual properties each with an RV up to £18,000

We will accept any valid application for small business bonus to be backdated for a maximum of 6 years prior to the start of the year in which the application is made. We will not consider any backdating request prior to that period. All requests for backdating must satisfy the requirements of the scheme and where necessary, must be supported by additional evidence.

To allow us to work out how much relief you are due, you need to answer the questions on this form.

How to complete the form

If you think your property may be eligible for this relief, please complete the four parts of this form in **BLOCK CAPITALS** and **black ink**.

- All requests for relief must be made on this application form;
- **Part 1 to 4** should be filled in by the **liable person** (the person named on the bill);
- A separate application must be made for each property;

For further information or help in completing this form please telephone 01224 346146

Any information given will be treated in the strictest confidence.

Section 1 – Your Details

Ratepayer Name _____
(also found on your business rates bill)

Correspondence Address _____
_____ Postcode _____

Section 2 – Property details

Property Address you are claiming relief for _____
(also found on your business rates bill) _____ Postcode: _____

Rateable Value £ _____ Occupied? YES NO

If 'No' from what date did it become empty? _____

Property Reference _____ Account Reference _____
(also found on your business rates bill)

Section 3 – Other property details

Do you have any other business properties in Aberdeen or Scotland that you own, lease or occupy? (we need to know all your properties) YES NO

If 'Yes', please give details:

Property Address _____
(also found on your business rates bill) _____ Postcode _____

Rateable Value £ _____ Occupied? YES NO

If 'No' from what date did it become empty? _____

Property Reference _____ Account Reference _____
(also found on your business rates bill)

Property Address _____
(also found on your business rates bill) _____ Postcode _____

Rateable Value £ _____ Occupied? YES NO

If 'No' from what date did it become empty? _____

Property Reference _____ Account Reference _____
(also found on your business rates bill)

Section 4 – Declaration

I declare that the information on this application is true and correct. The Council will verify information on this form with other sources as allowed by law. I undertake to inform you of any change in circumstances as soon as the change occurs. I authorise the Council to make any necessary enquiries to verify the information given on this form.

Signature _____ Date _____
Print Name _____ Telephone _____
Email _____ Mobile _____

Your Data - The Council collects and administers Business Rates (Non-Domestic Rates) as part of our public task, as the designated rating Authority under the terms of the Local Government (Scotland) Act 1994 (Section 30).

We share information with the Sheriff Officer, the Grampian Assessor, HMRC, the Scottish Government and other local authorities all as allowed by law.

More information about how we use and manage your information is available on our website at: www.aberdeencity.gov.uk/your-data/privacy-notice/your-data-business-rates. This page also has links to further information about your rights, and who to contact if you have a complaint about how we use your data.

Please return this form (either by post or by e-mail) to:

Aberdeen City Council, Business Rates Team, Business Hub 16, Marischal College, Broad Street, Aberdeen AB10 1AB or e-mail: businessrates@aberdeencity.gov.uk

If you have any enquiries about this form or wish further information, please contact us using the above details or by telephone on 01224 346146