

## NON DOMESTIC RATES APPLICATION FOR NEW AND IMPROVED PROPERTIES

	The address of the property for which you are claiming:-
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### Introduction

New and Improved Properties relief provides 100% relief for certain new-build properties until a year after first occupation. The relief also ensures that no increase in Non Domestic Rates is payable for a year in respect of certain property improvements.

The relief can only be applied if the following circumstances are all met for the property:

- The property is entered on the Valuation Roll after 01/04/18
- The new entry is not as a result of a combination or division of existing entries on the Valuation Roll or due to the refurbishment or change of an existing entry on the Valuation Roll (including conversion of a domestic property or a property previously exempt from rating)

**Account ref:**

**Rateable Value:**

**Dates:**

### 1. Ratepayer

Please provide full details of the person/persons liable to pay the rates on the above property –

Liable Party –

Communication Address/Telephone Number –

### 2. Property

Please give details below of the last use of the property you are applying for. If there has been no prior use, please supply the intended use of the property –

### 3. For New Build Properties

Are the premises currently occupied?

Yes

No

If yes, on what date did occupation first take place?

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#### 4. For Improved Properties

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

Yes  No

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

**5. Do you provide loan agreements in relation to which the credit provided is to be repaid or substantially repaid over a period that does not exceed twelve months?**

Yes  No

**If yes please provide copies of your standard loan agreement. (please note applications without this documentation cannot be considered)**

#### 6. Declaration

**Please read this declaration carefully before you sign and date it.**

- 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 may be prosecuted.

I claim relief from the Non-Domestic Rate

<b>Your Signature:</b>	<input type="text"/>	<b>Date:</b>	<input type="text"/>
<b>Name:</b>	<input type="text"/>	<b>Capacity (e.g. Owner; Tenant Agent):</b>	<input type="text"/>
<b>Telephone No</b>	<input type="text"/>		
<b>E-mail Address</b>	<input type="text"/>		
<b>Home Address</b>	<input type="text"/>		

**When completed, this form should be returned to:**

**Non-Domestic Rates Section  
Midlothian Council  
PO Box 463  
EDINBURGH  
EH11 3YJ**

<b>For Office Use</b>	
<b>Actioned By</b>	
<b>Date</b>	

If you have any general enquiries or require help in completing this form, please telephone 0131 608 1133.