

**Non-Domestic Rates
Application form for Small Business Bonus**



The property for which you are claiming:

Description:

Rateable Value: £

Date:

Non-Domestic Rates reference: 3

When completed, this form should be e-mailed to: **nondomesticrates@edinburgh.gov.uk**

or returned to:

Property reference:

Non-Domestic Rates Section
Midlothian Council
PO BOX 463
Edinburgh
EH7 9DJ

If you have any general enquiries or require help with completing this form, please phone 0131 608 1133

The Small Business Bonus Scheme provides relief to businesses with properties in Scotland for which the combined Rateable Value is £18,000 or less. The qualifying criteria from 1st April 2017 are as follows:-

Combined Rateable Value (RV) of all Non-Domestic properties in Scotland	Discount from 1st April
Up to £15,000	100%
£15,001 to £18,000	25%
*Upper Limit for combined (RV) of £35,000	25%

* Allows a business with two or more properties with a combined (RV) up to £35,000 to qualify for relief of 25% on individual properties with an (RV) of less than £18,001, effective from 1 April 2014, prior to this the limit was £25,000.

1. Please provide full details of the person / persons liable to pay the rates on the above property, including the Company Name; Registered office address and Company number if your company is Limited:

Full Name(s) : _____

Trading Name : _____

Limited Company details : _____

2. Is the property for which you are claiming relief currently empty? If yes, then please advise on what date the property became vacant.

Yes

No

Date:

3. Are you liable for business rates on any other property in Scotland?

Yes

No

If yes, please state details of **any** other Non-Domestic property / properties, **including vacant premises**, anywhere in Scotland for which you or any persons detailed above receive Non-Domestic Rates bills. If the other properties are out with this Council area, please enclose a copy of the latest rates bill with this claim.

Property Address	Rates Account Reference	Rateable Value	Is the property Vacant?
		£	Yes/No
		£	Yes/No
		£	Yes/No
		£	Yes/No

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)

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.
- I authorise the Council to make any necessary enquiries to check the information.
- I will advise the Council of any change in circumstances, including the occupation / vacation of any other Non-Domestic property which I have in Scotland which may affect this application 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.

Your signature

Date: / /

Your Name in block capitals:

What is your Capacity? (e.g. owner, tenant, agent, status within company business):

Please give your e-mail address:

Please give your phone number:

Please give your home address: