

Non-Domestic Rates, PO Box 21764, FALKIRK, FK1 9GJ

Telephone: 01324 506966

Email: revenues9@falkirk.gov.uk

##### **NON-DOMESTIC RATES**

**Mandatory & Discretionary Relief**

**Application Form**

**Please return to:**

**Falkirk Council**

**Non-Domestic Rates**

**PO Box 21764**

**FALKIRK**

**FK1 9GJ**

**Tel: 01324 506966**

**Email: revenues9@falkirk.gov.uk**

**For more information you may wish to visit these websites:**

**Scottish Government:** [**www.scotland.gov.uk/businessrates**](http://www.scotland.gov.uk/businessrates)

**Scottish Assessors Association:** [**www.saa.gov.uk**](http://www.saa.gov.uk)

**Falkirk Council:** [**www.falkirk.gov.uk/rates**](http://www.falkirk.gov.uk/rates)

**Business Gateway:** [**www.bgateway.com**](http://www.bgateway.com)

**My Future's in Falkirk:** [**www.myfuturesinfalkirk.co.uk**](http://www.myfuturesinfalkirk.co.uk)

**NOTES**

1. (a) The name of the organisation claiming relief must appear in the Assessment Roll as occupier of the rateable property.

(b) A separate application is required for **each** rateable property appearing in the Assessment Roll.

(c) Joint occupation or use of the premises by another party could affect eligibility for relief and full details of any such arrangements must be declared.

1. Under the provisions contained in the Local Government (Financial Provisions etc.) (Scotland) Act 1962 the Council may award relief on subjects, occupied by a charity or by Trustees for a charity, if **wholly or mainly** used for charitable purposes.
2. Relief is available on subjects occupied by organisations whose main objects are charitable or are otherwise philanthropic or religious or concerned with education, social welfare, science, literature or the fine arts.
3. Relief may be awarded on subjects occupied for the purpose of a club, society or other organisation not established or conducted for profit, and which are **wholly or mainly** used for purposes of recreation.

NON-DOMESTIC RATES RELIEF APPLICATION

**Property Reference No:**

1. **Name of organisation (see note 1)**:

**Contact name and address:**

1. **Address of rateable property:**
2. **The rateable property:**

* (i) Date your organisation occupied the property:
* (ii) Community Centre / Village Hall: Yes / No
* please give details of community facilities provided:
* (iii) Charity Shop: Yes / No
* (a) are the premises used wholly or mainly for the sale of goods donated to a charity:
* (b) are the proceeds of sale for the purposes of a charity:
* (iv) Other Organisations Yes / No
* If the accommodation is not solely occupied by the organisation named in question 1, please give details of other users and their charitable status:

1. **The organisation:**

* **(i)** Is your organisation established for charitable purposes only:
* **(ii)** Is your organisation open to all members of the public:

1. **What are the main aims and objectives of the organisation (e.g.** philanthropic/religious/concerned with education, social welfare, science, literature, the fine arts or other):
2. **Documentation in support of application:**

The following documents **must** be provided (where appropriate) in support of the application and these need to be retained by the Council:

* **(i) Memorandum and Articles of Association or Constitution.**
* **(ii) Proof of exemption from liability to tax under the provisions of Section 505 Corporate Taxes Act 1988 on the grounds of charitable status.**
* **(iii) Latest Audited Accounts.**

Accounts may require to be submitted annually.

**DECLARATION**

I understand and declare the following:

**You may check the information provided with other sources as allowed by law.**

**You may share the information provided with other organisations, such as other Scottish Local Authorities, Assessors and the Scottish Government.**

**I must let Falkirk Council know about any change in my circumstances, which may affect my claim.**

**I declare the information I have given on this application form is correct and complete.**

**Name of the Business:**

**Legal Structure of Business:**

(Individual, **Sole Trader, Private Limited Company (LTD), Public Limited Company (PLC), Limited Liability Partnership** (LLP), Charitable Organisation)

**Companies House Registration number or Charity Registration number:**

Signature

Name in Block Capitals

Date

Capacity (owner, solicitor, etc.)

Daytime Telephone number

Email Address

Current Address:

**Please ensure that the declaration has been signed before returning the form.**

Email it to us at [revenues9@falkirk.gov.uk](mailto:revenues9@falkirk.gov.uk) or post to Falkirk Council, Non-Domestic Rates, PO Box 21764, FALKIRK, FK1 9GJ

**Please help us by setting up ebilling**

Rather than posting out a paper bill, we will email you a PDF bill instead: **Yes / No**

**What email address would you like bills sent to:**

**PRIVACY NOTICE**

In order to increase transparency around the use of public funds for non-domestic rates relief awards, information associated with the awarding of the non-domestic rates reliefs may be published on our website. This information may include the liability holder (company or sole trader name), non-domestic property information (including relevant property reference numbers), the date of the relief award, type of relief award, gross bill and net bill. Our full privacy notice is available at www.falkirk.gov.uk/ndrprivacynotice