



Non Domestic Rates
Application for Small Business Bonus (2012/2013)

Explanatory Notes - Please read carefully

The Small Business Bonus was introduced in Scotland from 1 April 2008. It replaced the Small Business Rates Relief Scheme.

Non-Domestic subjects with a Rateable Value of £25,000 or less, may be entitled to a rates reduction. The level of relief is based on the COMBINED TOTAL Rateable Value of ALL subjects within SCOTLAND where the organisation / individual is in rateable occupation or (if empty and unoccupied) entitled to occupy. The level of relief is also dependent on entitlement to any other type of rates relief and receipt of any other type of public sector assistance (e.g. grant, funding support).

For financial year 2012/13 the level of relief which may be awarded is set out below:

Combined Rateable Value of all business subjects in Scotland	Percentage of relief (subject to eligibility) 2012/13
Up to £10,000	100%
£10,001 to £12,000	50%
£12,001 to £18,000	25%
up to £25,000	25% for each property RV of £18,000 or less

To apply for this relief, please complete **ALL** sections of this application. **A separate application will be required for each subject within the Perth & Kinross area.**

If you require any help or further information, please contact the Local Taxes Team on (01738) 477430.

Section A - About the subject for which you are claiming (including Contact Details)

Daytime Telephone Number: Email:

Property Reference Number:

Address of Subject for which Small Business Bonus is being claimed: Billing Address (if different from Subject address):

Name of organisation / individual in rateable occupation (normally the ratepayer):

If empty and unoccupied, name of organisation / individual entitled to occupy the subject:

Rateable Value of Subject: £

Section B - About other public sector assistance

Applicants should note that the Small Business Bonus, for which they are applying, is being granted as "de minimus aid" for State Aid purposes.

There is a ceiling of 200,000 euros (or Sterling equivalent) of "de minimus aid" that can be granted over a rolling 3 year period.

Do you consider that you have already received any type of public sector assistance in excess of, or close to, this sum over the past 3 years ?

If "yes", please enclose details with this application form.

Please also complete overleaf

Section C - About other non-domestic subjects within Perth & Kinross

Are you the ratepayer of any other non-domestic subjects within the Perth & Kinross area ? YES / NO

Are you entitled to occupy any non-domestic subjects within Perth & Kinross which are currently empty and unoccupied? YES / NO

If you have stated "yes" to any of the above questions, please provide the following information for each subject:

	Property Reference Number	Address	Rateable Value
1.	<input type="text"/>	<input type="text"/>	£ <input type="text"/>
2.	<input type="text"/>	<input type="text"/>	£ <input type="text"/>
3.	<input type="text"/>	<input type="text"/>	£ <input type="text"/>

Please continue on a separate sheet, if necessary.

Section D - About other non-domestic subjects elsewhere in Scotland

Are you the ratepayer of any non-domestic subjects elsewhere in Scotland ? YES / NO

Are you entitled to occupy any non-domestic subjects elsewhere in Scotland which are currently empty and unoccupied? YES / NO

If "yes", please provide the following information and a copy of your latest bill relating to each subject:

Each Local Authority may require you to complete a separate application form.

	Property Reference No.	Address	Local Authority	Rateable Value
1.	<input type="text"/>	<input type="text"/>	<input type="text"/>	£ <input type="text"/>
2.	<input type="text"/>	<input type="text"/>	<input type="text"/>	£ <input type="text"/>
3.	<input type="text"/>	<input type="text"/>	<input type="text"/>	£ <input type="text"/>

Please continue on a separate sheet, if necessary.

Section E - Declaration (please read this carefully before you sign and date it)

I / We certify that the information supplied is accurate.

I / We understand that to deliberately provide false information for monetary advantage is a criminal offence and that legal action may be taken should false information be given.

I / We agree to inform Perth and Kinross Council immediately regarding any change which may affect entitlement to Small Business Bonus (e.g. award of any public service assistance; change of rateable value, tenancy or ownership, occupation or vacation of any subject in Scotland).

I / We understand that there may be a requirement to complete a review application form.

Name (Block Capitals):

Signature:

Date:

DATA PROTECTION

Any information you have provided will be used for the billing and collection of local taxes and the recovery of any unpaid debts due to the Council. Disclosures to third parties will only be made to agents employed by Perth & Kinross Council to recover unpaid debts and to those organisations with a legal right of access, e.g. Inland Revenue. This authority is under a duty to protect the public funds it administers, and to this end may use the information you have provided for the prevention and detection of fraud therefore it may also share this information with other bodies for these purposes.

In terms of the Data Protection Act 1998, you are entitled to know what information this Council holds about you, on payment of a fee of £10. Application should be made to the Executive Director (Housing & Community Care), Pullar House, 35 Kinnoull Street, Perth.

For Official Use Only

Date Processed:

% of Relief:

Actioned By:

Relevant Checks Satisfied: