



TO BE RETURNED TO:
 Perth & Kinross Council
 Executive Director (Housing & Community Care)
 PO Box 7301
 PERTH
 PH1 5WL
 Tel:(01738) 477430 Fax: (01738) 475610
 Email: localtaxes@pkc.gov.uk
 (Mon-Fri 8.45 to 5.00)

**Non-Domestic Rates
 Application for Mandatory/Discretionary Relief**

Important Note - Please read carefully

To apply for relief, please complete all sections and return this form along with relevant documentation to the address detailed above.

In order to assess any entitlement to relief, it is essential that you enclose the following with your application:

- A copy of the Constitution or Articles and Memorandum of Association of the organisation claiming relief.
- A copy of the latest set of audited accounts (in the case of a new organisation, an estimate of the first year's income and expenditure).
- A copy of the Charity Recognition Letter or your Charity Registration Number, issued by the Office of the Scottish Charity Regulator

It should be noted that your application form cannot be processed unless ALL of the above are received.

If you require any help in completing this form, or wish to find out more information relating to Local Taxes, please contact the telephone number detailed above. Alternatively you may visit the Reception at Pullar House, 35 Kinnoull Street, Perth.

Section A

1. Name and Address of Organisation Claiming Relief:

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2. Description of Premises for which relief is being claimed:

3. Address of Premises for which relief is being claimed:

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4. Non-Domestic Rates Account Number (please refer to the bill):

5. Name and Address of person making application:

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6. Daytime Telephone Number:

7. Email Address:

Please Also Continue to Answer the questions overleaf

Section B

1. Is your Organisation a charity, registered on the Scottish Charity Register? YES NO
(If yes, please enclose a copy of the Charity Recognition Letter or your Charity Registration Number, issued by the Office of the Scottish Charity Regulator) Charity No:

2. Please give a brief description of the aims and objectives of the applicant body:
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3. For what purpose are the premises used?
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4. Date of occupation of premises:

5. Has any financial assistance been granted to the applicant body by any Local Authority or other Public Body during the last five years? YES NO
If yes, please give details:.....
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.....

6. If the premises are used as a Charity Shop, please detail the approximate percentage of goods which are donated:%

Section C DECLARATION - PLEASE READ CAREFULLY AND SIGN

I declare that the information given on this form is accurate, and I undertake to notify you immediately if the circumstances change.

Signature: Date:

PLEASE NOTE THAT AN OFFICER MAY VISIT IN ORDER TO VERIFY THAT THE INFORMATION YOU PROVIDE IN THIS FORM IS CORRECT.

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), Perth & Kinross Council, Pullar House, 35 Kinnoull Street, Perth, PH1 5GD.

For Official Use Only

Decision Reason:

Type of Relief Granted:

% of Relief Granted:

Actioned By:

Authorised By:

Date Processed: