

# Revenue Services

## Business Rates

### Application for Small Business Bonus Scheme Relief



sustainable thriving achieving

**East Dunbartonshire Council**

www.eastdunbarton.gov.uk

#### ***For office use only***

Total RV	£		Relief Start Date	
Relief Awarded	100%	25%	Relief End Date (if applicable)	
Relief input to system by			Relief authorised by	
Date input				

**Please use black ink and block capital letters or typescript**

#### ***Who should apply?***

The Small Business Bonus Scheme provides for relief of Rates where the cumulative rateable value of properties owned or occupied by a business is £18,000 or less. You must complete this form, sign the Declaration and return the application to the Business Rates Team so we can assess the level of relief you are entitled to. Different levels of relief apply prior to 1 April 2017 and we will award relief based on your rateable value(s) at that time without you needing to complete another application. The relief available is detailed below:-

<b>Cumulative Rateable Value</b>	<b>% Relief (from 1 April 2017)</b>
Up to £15,000	100%
£15,001 to £18,000	25%
Upper limit for cumulative (RV) £35,000	25%

#### ***Your Details***

Rates Reference (from your Rates bill)			
Ratepayer Name			
Correspondence Address			
		Post Code	
Email Address		Telephone No.	

#### ***From what date do you wish to claim Small Business Bonus?***

#### ***Your Properties***

Please list below all the non-domestic properties in Scotland for which you are the liable ratepayer, whether occupied or unoccupied.

<b>Reference</b>	<b>Property Address</b>	<b>Rateable Value (£)</b>	<b>Start date of liability</b>

Please return to: Business Rates Team, Revenue Services, East Dunbartonshire Council,  
William Patrick Library, 2/4 West High Street, Kirkintilloch, G66 1AD  
Tel: 0141 578 8490 Fax: 0141 578 8295 Email: rates@eastdunbarton.gov.uk

Have you been awarded any other Rates relief on any of the above properties by another Council?		Yes <input type="checkbox"/>	No <input type="checkbox"/>
If Yes, please indicate which property and specify the type of relief			
Please submit a copy of your latest Rates bill for any properties that are <b>outside</b> the East Dunbartonshire area			

### State Aid

You should note that the Small Business Bonus Scheme for which you are applying is being granted as *de minimis* aid for State Aid purposes. There is a ceiling of €200,000 (approximately £143,000) of *de minimis* aid that can be granted over a 3 year period and if you consider that you have already received in excess of, or close to, this sum over the past 3 years, please provide details:-

### Declaration

I declare that the information supplied on this form is true, complete and correct to the best of my knowledge and that I will notify the Council of any change which might affect my entitlement to relief. I understand that any relief awarded as a result of misleading statements deliberately given on this form will be recovered in full. I understand that to deliberately provide false information is a criminal offence and may result in prosecution.

Signed		Date	
Name (Block Capitals)		Position (e.g. Owner, Director)	

### Data Protection Act 1998

The information provided on this form will be processed by East Dunbartonshire Council in accordance with the Data Protection Act 1998. The data you provide will be used for the purposes of assessing entitlement to relief. Your information may be shared within East Dunbartonshire Council or with other councils and public sector agencies in order to verify its accuracy and to prevent and detect fraud.

## Other Formats & Translations

**This document can be provided in large print, Braille or on CD and can be translated into other community languages. Please contact the Council's Corporate Communications Team at 12 Strathkelvin Place, Kirkintilloch, G66 1TJ, tel 0300 123 4510**

本文件可按要求翻譯成中文，如有此需要，請電 0300 123 4510。

اس دستاویز کا درخواست کرنے پر (اردو) زبان میں ترجمہ کیا جاسکتا ہے۔ براہ مہربانی فون نمبر 0300 123 4510 پر رابطہ کریں۔

ਇਸ ਦਸਤਾਵੇਜ਼ ਦਾ ਮੰਗ ਕਰਨ ਤੇ ਪੰਜਾਬੀ ਵਿੱਚ ਅਨੁਵਾਦ ਕੀਤਾ ਜਾ ਸਕਦਾ ਹੈ। ਕਿਰਪਾ ਕਰਕੇ 0300 123 4510 ਫੋਨ ਕਰੋ।

Gabhaidh an sgriobhainn seo cur gu Gàidhlig ma tha sin a dhith oirbh. Cuiribh fòn gu 0300 123 4510

अनुरोध करने पर यह दस्तावेज़ हिन्दी में भाषांतरित किया जा सकता है। कृपया 0300 123 4510 पर फ़ोन कीजिए।