

NON DOMESTIC RATES APPLICATION FOR RELIEF



FRESH START

PROPERTY REFERENCE NUMBER

ACCOUNT NUMBER

If you require any help in completing this form,
please telephone Customer Advice & Support on

0300 100 1800

INTRODUCTION

The Fresh Start Relief will be expanded offering 100% relief for a period of 12 months and may be applied if all of the following circumstances are met for the property:

- must be occupied by a new owner, tenant and sub tenant; **and**
- the property has previously been in receipt of **Empty Property Relief** for a continuous period of at least 6 months; **and**
- the property has a Rateable Value of under £95,000.

Please be aware that for the period that Fresh Start Relief is awarded, no other relief can apply.

THE PROPERTY

WHAT IS THE ADDRESS OF THE PROPERTY?

WHO OWNS THE PROPERTY?

WHO IS THE TENANT (IF ANY)?

FROM WHEN?

PLEASE STATE THE DATE THE PROPERTY
BECAME OCCUPIED?

RATEABLE VALUE OF
THE PROPERTY

PLEASE ADVISE WHAT THE PROPERTY WAS LAST USED FOR.

THE PROPERTY CONTINUED

PLEASE CONFIRM WHAT YOU INTEND TO USE THE PROPERTY FOR IN THE FUTURE?

The exact level of relief awarded will depend on:

- a) the combined Rateable Value of **all** properties in Scotland of which your Business is in rateable occupation or (i vacant) which your Business is entitled to occupy
- b) whether or not the property is eligible for one of the existing Rate Relief schemes

CHANGE IN CIRCUMSTANCES:

IT IS YOUR DUTY TO INFORM THE RELEVANT COUNCIL(S) OF ANY CHANGE IN CIRCUMSTANCES WHICH MAY AFFECT YOUR ELIGIBILITY FOR THE SCHEME.

Do you occupy any other commercial properties in Scotland?

YES

NO

If yes, please enter below details of all the commercial properties you occupy.

ADDRESS	RATES NUMBER (FROM BILL)	RATEABLE VALUE

(Please enclose a copy of the latest rates bill to verify the Rateable Value).

ADDITIONAL INFORMATION

PLEASE ENTER BELOW ANY FURTHER INFORMATION YOU MAY WISH TO GIVE IN CONNECTION WITH THIS FORM.

DECLARATION

I UNDERSTAND THAT:- The Council is under an obligation to manage public funds properly. Accordingly information that you provide the Council will be used to ensure all sums due to the Council are paid timeously. The information may also be used to prevent and detect fraud. It is possible that this information may be shared for the same purposes with other public bodies, including Councils or other organisations which handle public funds.

I UNDERSTAND THAT:- This application can be used to determine any relief from Non Domestic Rates and the Council reserves the right to apply the most appropriate relief to which i may be entitled.

I AGREE THAT:- You may make any enquiries necessary to check the information I have given.

I DECLARE THAT:- The information I have given on this form is true, complete and correct. I understand that the deliberate provision of false information in order to achieve financial gain is a criminal offence.

YOUR SIGNATURE

DATE

NAME

TEL NO

ADDRESS FOR CORRESPONDENCE

CAPACITY (e.g. Owner; Tenant;
Sub-Tenant; Agent)

To find out how we will process and use your personal information in connection with this request please see our Privacy Notices at www.scotborders.gov.uk/CASSPrivacyNotices

If you would like a printed copy you can contact us via telephone on **0300 100 1800**.

When completed, this form should be returned to

**Scottish Borders Council
Customer Advice & Support Service
Council Headquarters
Newtown St. Boswells
Melrose TD6 0SA**

For Official Use

Act By

Date

COUNCIL CONTACT CENTRES/LIBRARY CONTACT CENTRES

You can find out the opening times from our website at www.scotborders.gov.uk/contactcentres or by calling **0300 100 1800** and following the appropriate instructions. They are also displayed at each office.

Coldstream, Library Contact Centre, Gateway Centre
Duns, Library Contact Centre, 49 Newtown Street
Eyemouth, Old High School, Coldingham Road
Galashiels, Paton Street
Hawick, High Street
Innerleithen, Library Contact Centre, Buccleuch Street

Jedburgh, Library Contact Centre, Castlegate
Kelso, Library Contact Centre, Bowmont Street
Newtown St Boswells, Council Headquarters
Peebles, High Street
Selkirk, High Street