

## NON-DOMESTIC RATES APPLICATION FOR RURAL RATES RELIEF

Account Reference

Name & Contact Address of Liable Person

Tel. No:

Email address:

### The Property

The address of the property for which you are claiming;

Address

Please state the type of business e.g. Post Office?

Is it the only business of this type in the settlement?

Please detail any other rateable properties you or your company/organisation are liable for in Scotland and the amount and type of rates relief awarded on each per year. Also confirm any other public support or state aid\* you have received over the last 3 years.

\*See reverse of form. You must complete the declaration on the reverse of this form.

### Explanatory notes

Certain types of properties in rural settlements with a population below 3,000 may be entitled to relief.

To qualify, these properties must be occupied.

## 100% Mandatory Rural Relief

### Qualifying Post Office

Rateable value must be £8,500 or less. The property must be used wholly or partly as a Post Office. It must be the only one in the designated rural community

### Qualifying general store

Rateable value must be £8,500 or less. The property must be used wholly or mainly for the retail sale of food and general household goods. It must be the only one in the designated rural community.

### Qualifying petrol filling station, small hotel or public house

Rateable value must be £12,750 or less. The ratepayer must not be liable for rates on any other such business in Scotland. It must be in a designated rural community.

## Discretionary Rural Relief

We have discretionary powers to award relief up to 100% for certain businesses, schools, village halls, car parks, public conveniences and other subjects which:

- provide a service that benefits the community
- have a rateable value of £17,000 or less

\*Rural Relief is considered as 'State aid' under European Commission rules, which can limit the amount of such aid per recipient. There is a ceiling of 200,000 Euros (approx. £175,000) of de minimus aid, that can be granted over a three year period and if you consider that you have already received in excess of, or equal to, this sum over the past three years, you will not qualify.

Further information on State aid is available at: [www.gov.scot/Topics/Government/State-Aid](http://www.gov.scot/Topics/Government/State-Aid).

## Declaration

I declare that to the best of my knowledge the information given is correct and complete. I authorise Dumfries & Galloway Council to make any enquiries to check the information. A full list of recipients of rates relief will be published nationally. Personal information will be removed.

I will advise the Council of any change in circumstances, including the occupation / vacation of any other Non-Domestic property that I have in Scotland that may affect this application for Non-Domestic Rates Relief.

Please sign and date the form, and if signing on behalf of a business please state in what capacity you are signing e.g. Owner, Tenant, Director, Manager, Partner, Agent etc.

Name (Block capitals):

Capacity:

Signature:

Date:

You can complete and return this form and the requested documents by email to [ndr@dumgal.gov.uk](mailto:ndr@dumgal.gov.uk) or by mail to Dumfries and Galloway Council, Communities Directorate, Local Taxation Team, PO Box 9089, Dumfries, DG1 9EB

**Our office at Carruthers House is now closed. For enquires please visit 52-60 Queensberry Square, Dumfries.**

The Data Controller of the personal information being collected and processed is Dumfries and Galloway Council. This privacy notice will inform you why we collect your personal data, how long we will keep your data, the intended processing of your data and any other information that will make the processing of your data fair, lawful and transparent. Should the Council intend to process your data for another reason, which is not specified in this notice, or for statutory functions; the Council will contact you to provide information.

Dumfries and Galloway Council Contact Details:

Address: Dumfries and Galloway Council, Council Headquarters, English Street, DG1 2DD

Email: [contact@dumgal.gov.uk](mailto:contact@dumgal.gov.uk)

Telephone: 0303 333 3000

Data Protection Officer's Contact Details:

Address: Data Protection Officer, Dumfries and Galloway Council, Council Headquarters, English Street, DG1 2DD

Email: [dataprotection@dumgal.gov.uk](mailto:dataprotection@dumgal.gov.uk)

Telephone: 01387 260315

Dumfries and Galloway Council are collecting your data to allow us to administer and collect Non-Domestic Rates.

The Council need to collect your name, your business name, your business address, your correspondence address and the name and address of any business partners you have.

The legal basis for collecting your data is that we have a legal obligation under the Local Government Finance Act 1992 to administer and collect Non-Domestic Rates. As the data we collect is a statutory requirement, if you do not provide your personal details your liability for Non-Domestic Rates may be incorrect.

Your information may be shared internally with other Council Departments, externally with other local authorities, externally with organisations responsible for auditing the Council, externally with Credit Reference Agencies, externally with the Department for Work and Pensions. We share this information to allow us to ensure your liability for Non-Domestic Rates is correct and to enable collection of the same. Your data will be stored in accordance with Non-Domestic Rates recovery procedures, and for a minimum of 7 years. To keep your data secure, it will be held on a password-protected network; with access restricted to staff that have a business need to access your data.

You have the:

- Right to be informed
- Right to access
- Right not to be subject to automated individual decision-making, including profiling
- Right to object or restrict processing
- Right to data portability
- Rights to correction and deletion

You have a responsibility to contact Dumfries and Galloway Council to update your information if it changes.

Should you wish to lodge a complaint, provided are the details of the supervisory authority; the Information Commissioner's Office (ICO):

Address: Information Commissioner's Officer, Wycliffe House, Water Lane, Wilmslow, Cheshire

Telephone: 0303 123 1113