

# Non Domestic Rates Small Business Bonus Scheme Application

## Property you are claiming for

Account Reference:

Property Address:

Liabe Person(s)  
Name and Address:

Telephone Number:

Email address:

## Other Rateable Properties you are liable for

Please give details of all properties including empty and unoccupied premises on which you or any persons detailed above has a business rates liability anywhere in Scotland. If there are no properties please state "NONE" in the box below.

Address	Rates Reference	Rateable Value

Please ensure you complete the declaration on the reverse of this form

I declare that to the best of my knowledge the information given is true and correct. I understand that Dumfries & Galloway Council may make any enquiries it considers appropriate to verify this claim. A full list of recipients of rates relief will be published nationally. Personal information will be removed.

**I undertake to advise the Council of any change of circumstances including the occupation/vacation of any other property I may occupy in Scotland, which may affect liability 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.

Signed:

Print Name:

Capacity:

Date:

Contact Address  
For Correspondence

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.**

**Further information is available at:**

[www.dumgal.gov.uk](http://www.dumgal.gov.uk) under Business Rates

By phoning 030 33 33 3000 and asking for the rating section on extension nos. 64085/65014.

### **Explanatory Notes**

Rates relief may be provided through the Small Business Bonus Scheme if the rateable value of your property is less than £18,000.

We cannot award the relief automatically – you must apply for it.

Rate relief for subjects with a rateable value of £18,000 or less is set out below:

Combined Rateable Value of all premises in Scotland	Relief awarded
£15,000 or less	100%
£15,001 to £18,000	25%
£18,001 to £35,000	25% on each individual property with an RV of £18,000 or less

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