



**Falkirk Council**  
*Corporate & Housing Services*

# **NON-DOMESTIC RATES**

## **Mandatory & Discretionary Relief**

### **Application Form**

**Please return to:**  
**Falkirk Council**  
**Non-Domestic Rates Section**  
**Callendar Square**  
**Falkirk**  
**FK1 1UJ**

**Tel: 01324 506966**

**Fax: 01324 501166**

**email: [revenues9@falkirk.gov.uk](mailto:revenues9@falkirk.gov.uk)**

**For more information you may wish to visit these websites.**

Scottish Government:	<a href="http://www.scotland.gov.uk/businessrates">www.scotland.gov.uk/businessrates</a>
Scottish Assessors Association:	<a href="http://www.saa.gov.uk">www.saa.gov.uk</a>
Falkirk Council:	<a href="http://www.falkirk.gov.uk/services/business-investment/business-rates">www.falkirk.gov.uk/services/business-investment/business-rates</a>
Business Gateway:	<a href="http://www.bgateway.com">www.bgateway.com</a>
My Future's in Falkirk	<a href="http://www.myfuturesinfalkirk.co.uk">www.myfuturesinfalkirk.co.uk</a>

## NOTES

1.
  - (a) The name of the organisation claiming relief must appear in the Assessment Roll as occupier of the rateable property.
  - (b) A separate application is required for **each** rateable property appearing in the Assessment Roll.
  - (c) Joint occupation or use of the premises by another party could affect eligibility for relief and full details of any such arrangements must be declared.
2. Under the provisions contained in the Local Government (Financial Provisions etc.) (Scotland) Act 1962 the Council may award relief on subjects, occupied by a charity or by Trustees for a charity, if **wholly or mainly** used for charitable purposes.
3. Relief is available on subjects occupied by organisations whose main objects are charitable or are otherwise philanthropic or religious or concerned with education, social welfare, science, literature or the fine arts.
4. Relief may be awarded on subjects occupied for the purpose of a club, society or other organisation not established or conducted for profit, and which are **wholly or mainly** used for purposes of recreation.

## NON-DOMESTIC RATES RELIEF APPLICATION

<b>PROPERTY REFERENCE NUMBER</b>				
<b>1.</b>	<b>NAME OF ORGANISATION</b> (See Note 1)			
	<b>CONTACT NAME &amp; ADDRESS</b> (If appropriate)			
<b>2.</b>	<b>ADDRESS OF RATEABLE PROPERTY</b>			
<b>3.</b>	<b>THE RATEABLE PROPERTY</b>			
	(i)	<b>Date your Organisation first occupied Property</b>		
	(ii)	<b>Community Centre/Village Hall</b>	(ii)	
		Please give details of community facilities provided.		
	(iii)	<b>Charity Shop</b>		
	(a)	Are the premises used wholly or mainly for the sale of goods donated to a charity?	(a)	
	(b)	Are the proceeds of sale for the purposes of a charity?	(b)	
	(iv)	<b>Other Organisations</b>	(iv)	
		If the accommodation is not solely occupied by the organisation named in question 1. Please give details of other users and their charitable status.		
<b>4.</b>	<b>THE ORGANISATION</b>			
	(i)	Is your organisation established for charitable purposes only?	(i)	
	(ii)	Is your organisation open to all members of the public?	(ii)	
<b>5.</b>	<b>WHAT ARE THE MAIN AIMS AND OBJECTS OF THE ORGANISATION?</b>			
	philanthropic/religious/concerned with education, social welfare, science, literature, the fine arts or other.			

**6. DOCUMENTATION IN SUPPORT OF APPLICATION**

The following documents **must** be provided (where appropriate) in support of the application and these need to be retained by the Council:-

- (i) Memorandum and Articles of Association or Constitution.**
- (ii) Proof of exemption from liability to tax under the provisions of Section 505 of the Income Corporate Taxes Act 1988 on the grounds of charitable status.**
- (iii) Latest Audited Accounts.**

Accounts may require to be submitted annually.

**DECLARATION**

I declare that the information given is true and correct.

I undertake to notify the Council immediately if circumstances change

Signed for or on behalf of the organisation

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Status (chairman etc.)

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Date

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Daytime Telephone Number

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Email Address

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The Council may need to make further enquiries on the information you have submitted and therefore retrospective withdrawal of relief if possible.

**Please ensure that the declaration has been signed before returning the form.**

**Please return form to :  
Falkirk Council  
Non-Domestic Rates  
Callendar Square  
Falkirk  
FK1 1UJ**