



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

# **NON-DOMESTIC RATES 2017 Small Business Bonus Scheme Application**

**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/rates">www.falkirk.gov.uk/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>

## FALKIRK COUNCIL : SMALL BUSINESS BONUS SCHEME

### 1. SMALL BUSINESS BONUS SCHEME

The rateable value thresholds and bandings of the Scheme have been increased to reflect the 2017 Revaluation. The scheme permits rating authorities to abate at varying prescribed levels, a ratepayer's liability where the **combined rateable value** of the properties owned/occupied throughout Scotland is £18,000 or less with effect from 01/04/17. In addition, where the cumulative rateable value of a businesses properties falls between £18,000 and £35,000, the Scheme will offer 25% relief to individual properties with a rateable value £18,000 or under.

The exact level of relief therefore depends on:

- (i) the total rateable value of all subjects owned or occupied by the ratepayer; and
- (ii) whether or not the property is eligible for one of the existing non-discretionary rate reliefs.

### 2. LEVEL OF SMALL BUSINESS BONUS RELIEF

Combined rateable value (RV) of all subjects occupied by applicant	Percentage relief available subject to eligibility
Up to £15,000	100%
£15,001 to £18,000	25%
Upper limit for cumulative (RV)* £35,000	25%

\*This will allow a business with 2 or more properties with a cumulative rateable value of under £35,000 to qualify for relief at 25% on individual properties with a rateable value of £18,000 or less.

### 3. PROVISION OF INFORMATION BY APPLICANTS

It is the responsibility of the applicant to ensure that the information provided in the application made for Small Business Bonus Scheme is true and accurate and for this purpose the applicant authorises the local authority to take such steps as necessary to verify the claim.

### 4. APPLICATIONS

A written application must be made by the Ratepayer in each local authority area in which they have an eligible property. If there is a change of occupier a new application is required for each local authority. **Please ensure that you fully complete both sides, sign, and date the application form.**

**PROVISION OF FALSE OR INACCURATE INFORMATION MAY LEAD TO PROSECUTION BY THE AUTHORITY.**

## FALKIRK COUNCIL : SMALL BUSINESS BONUS SCHEME APPLICATION FORM

<b>Property Reference</b>			
<b>Name of Applicant</b>			
<b>Home Address</b>			
<b>Telephone No.</b>	<b>Day:</b>	<b>Evening:</b>	

**Please give details of all business properties you occupy in Scotland.**

Property Address	Account Number and name of Local Rating Authority	Rateable Value	Own Yes/No	Lease Yes/No

**Do you have any business properties you own, lease, or sublease in Scotland that are empty or unoccupied.**

**Please give details below.**

Yes		No	
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Property Address	Account Number and name of Local Rating Authority	Rateable Value	Own Yes/No	Lease Yes/No

**Do you have any business properties you own, lease or sublease that are let to or occupied by another party. Please give details below.**

Yes		No	
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Property Address	Account Number and name of Local Rating Authority	Rateable Value	Own Yes/No	Lease Yes/No

## DECLARATION

**Please read this declaration carefully before you sign and date it.**

**I understand and declare the following:**

- 1. If I give information that is incorrect or incomplete, you may take action against me including court action.**
- 2. You will use the information I have provided to process my claim for relief under the Small Business Bonus Scheme.**
- 3. You may check the information provided with other sources as allowed by law.**
- 4. You may share the information provided with other organisations, such as other Scottish Local Authorities, Assessors and the Scottish Government.**
- 5. I must let Falkirk Council know about any change in my circumstances, which may affect my claim, including the occupation/vacation or purchase/sale of any property I own or occupy in Scotland, which may affect liability for non-domestic rates relief.**
- 6. I declare the information I have given on this form is correct and complete.**

**Please ensure you enclose a copy of your most recent rates bill for all properties outwith Falkirk Council Area.**

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, Director, Manager, Partner, Agent, etc.

Signed for or on behalf of the establishment

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Position (Director, Owner etc.)

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Date

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Daytime Telephone Number

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Email Address

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