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| **INVERCLYDE COUNCIL****Non Domestic Rates****Small Business Bonus Scheme Review Form**  |
| **Ratepayer Name & Address:**Enquiries to: ratesreviews@inverclyde.gov.uk | **Subject Address:**Account Reference:  |

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| **Introduction** |
| As you are a recipient of Small Business Bonus Scheme relief, the Council are reviewing all entitlement and would request that you complete and return this review form to enable ongoing entitlement to be assessed.  |
| **Qualification** |
| An award of Small Business Bonus Scheme relief may be made if the following conditions are met:* the ratepayer must be in rateable occupation; and
* this/these must be the only properties the ratepayer has in Scotland

The rateable value thresholds and bandings of the scheme are set out in the following table:

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| **Combined rateable value (RV) of all business properties in Scotland** | **Percentage of relief available subject to eligibility** |
| Up to £15,000 | 100% |
| £15,001 to £18,000 | 25% |
| Upper limit for cumulative (RV) £35,000\* | 25% |

The exact level of relief for each business will depend on:* the **combined** rateable value of **all** properties in Scotland for which a ratepayer occupies or if vacant, is entitled to occupy
* whether or not each property is eligible for one of the existing rates relief schemes

\*This allows a business with multiple properties with a cumulative rateable value between £18,001 and£35,000 to qualify for relief, if actively occupied, at 25% on each property with a rateable value of up to£18,000 (excluding the rateable value of a property used mainly for a reverse vending machine). |
| **Completion Instructions** |
| **Parts 1 to 5** should be filled in by the **ratepayer** (as named on the bill). A **separate** application must be made for each property. For further information or help in completing this form please telephone **(01475) 712266** |
| **Part 1: Ratepayer Details** |
| Ratepayer’s Name …………………………………………………..……………………………………Correspondence address ………………………………………………………………………………..**Legal Structure – (Delete as appropriate)** - Individual / Sole Trader / Partnership / Private Limited Company (LTD) / Private Limited Company (PLC) / Limited Liability Partnership (LLP) / Charitable Org / Other Companies House Registration Number …………………........ Charity Registration Number ...………………………………….. |
| **Part 2: Property Details** |
|  Property Address:Postcode: Rateable Value:Is the property actively occupied/used for purpose (please ‘√’ the appropriate box) **YES □ NO □**If **NO**, from what date did the property become vacant ………………………………….…………… Account Reference: |

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| **Part 3 – Other properties Owned/Operated in Inverclyde** |
| Do you have any other properties in Inverclyde (please ‘√’ the appropriate box)? **YES □ NO □**If **YES,** please give details of any other premises in Inverclyde that you lease or own.Property Address Rateable Value Actively Occupied?(please ‘√’ the appropriate box)………………………………………………… ………………………. **YES □ NO □**………………………………………………… ……………………….. **YES □ NO □**If **NO,** from what date did each property become vacant……………………………………………….. |

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| **Part 4 – Other properties Owned/Operated outwith Inverclyde** |
| Do you have any other properties outwith Inverclyde (please ‘√’ the appropriate box)? **YES □ NO □**If **YES,** please provide us with a copy of the most recent rates bill you have for each property.Property Address Rateable Value Actively Occupied?(please ‘√’ the appropriate box)………………………………………………… ………………………. **YES □ NO □**………………………………………………… ……………………….. **YES □ NO □**If **No,** from what date did each property become vacant……………………………………………….. |

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| **Part 5 - Declaration** |
|  I / we declare the information I/we have given on this form is correct and complete. I / we have read the Council’s data protection statement given above and understand if I/we give information that is incorrect or incomplete, or fail to report any changes, which might affect my/our Rate Relief, I/we may be prosecuted.  Signature ………………………………………………………… Date ……………………………………………… Print Name …………………………………………………….. Telephone …………………………………….. Email ………………………………………………………………. Mobile ………………………………………….  The Council collects information for the purposes of administering the Small Business Bonus Scheme. The information we collect will be held on computer and may be used for any purposes the Council has registered under the Data Protection Acts. We may check information provided by you, or information provided by a third party, with other information held by us.We may also obtain information about you from certain third parties, or give information to them, to check the accuracy of the information; to prevent or detect crime, or to protect public funds in other ways, as permitted by law. These third parties include other local authorities or government bodies.We will not disclose information about you to anyone outside the Council unless the law permits us to do so.I have read and understand the privacy notice accompanying this relief application <https://www.inverclyde.gov.uk/site-basics/privacy> |

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|  Please complete and return this form to: **Inverclyde Council, Municipal Buildings, Greenock, PA15 1LX** **by email to** **ratesreviews@inverclyde.gov.uk**.If you wish further information regarding this form or any other Non Domestic Rates query, pleasecontact us:Telephone: **01475 712266** Email: **ratesreviews@inverclyde.gov.uk**Website: [**www.inverclyde**](http://www.moray.gov.uk/)**.gov.uk** |