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| NON DOMESTIC RATES NEW START RELIEF  |
| The Scottish Government introduced New Start Relief from 1st April 2013**.**  1. New Start Relief is offered for newly built properties built in the next 3 financial years beginning 1 April 2013. The relief offered is 18 months of up to 100% relief, which includes the usual 3 month period at 100% offered for all unoccupied property.
2. After the initial 3 months, if the new build property remains empty, the property can receive either this new relief (if the owner occupier applies) or the usual 10% relief, whichever is greater.
3. There is no upper rateable value cap for property, but the relief is capped under State aid de minimis meaning no business can receive more than 200,000 euros over a rolling 3 year period.
4. The relief can be applied if the following circumstances are all met for the property.
* The property is entered onto the valuation roll between 1 April 2013 and 31 March 2018.
* The property is unoccupied at the time of entry on the valuation roll
* The new entry is not as a result of a combination or division of existing entry on the valuation roll or due to the refurbishment or change of an existing entry on the valuation roll (including conversion of a domestic property or a property previously exempt from rating)

**The rateable value of your property can be found using the "search for a rateable value" facility at - www.saa.gov.uk** |

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| HOW TO APPLY |
| This application form should be completed by the ratepayer claiming rates relief in terms of this scheme. The form should be completed in **BLACK INK.** All sections of the form should be completed. Inverclyde Council may request additional information to substantiate information provided and to validate any claim for relief.To qualify, the following conditions must be met:* The property is entered onto the valuation roll between 1 April 2013 and 31 March 2018.
* The property is unoccupied at the time of entry on the valuation roll
* The new entry is not as a result of a combination or division of existing entry on the valuation roll or due to the refurbishment or change of an existing entry on the valuation roll (including conversion of a domestic property or a property previously exempt from rating)
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| SECTION 1 – RATEPAYER DETAILS |
| Ratepayers Name …………………………………………………..……………………………………………………Correspondence Address ……………………………………………………...………………………………………..………………………………………………………………………………………………...……………………………. |

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| SECTION 2 – PREMISES FOR WHICH RELIEF IS SOUGHT |
| Premises address ……………………………………………………………………………………..…………………………………………………………………………………………………………………………………………..…….Reference number …………………………….. Rateable value …………………………………………………………………………………………………………… Date property was entered on the valuation roll: …......................................Current status of property: ………………………………………………………………………………………………Has the property previously received any New Start Relief: ……YES/NO(please supply details if YES, including start and end dates of relief award)……………………………………………………………………………………………………………………………… |

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| SECTION 3 – OTHER PREMISES OWNED/LEASED INSCOTLAND |
| Do you have any other premises in Scotland? YES □ NO □If **YES,** please provide us with a copy of the most recent rates bill you have for the property/properties.Premises Address Rateable Value Occupied Yes/No………………………………………………… ………………………. .…………………..………………………………………………… ……………………….. .………………….. |

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| SECTION 4 – STATE AID |
| If your business has received other public sector assistance in excess of 200,000 Euros (approx £175,000) over a rolling three-year period (the *de minimus* limit for State aid), it is possible you may not qualify for relief under the Scheme. If you consider you have already received in excess of, or close to, this sum over the past three years, please provide details.…………………………………………………………………………………………………………………………… |

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| SECTION 5 - DATA PROTECTION STATEMENT |
| The Council collects information for the purposes of administering the New Start Relief. 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. |

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| SECTION 6 – 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**….………………………….…………………………………………

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| Company Stamp |

**PRINT NAME**….…………………………….………..……….………………..**Date**…..……………………………………………….……………………...…**Tel.Number**…….……………………………….….…… **E-mail**………………….………………………….………… |
| If you have any questions about this for, or you wish to discuss its contents, please contact us. We will try to help you, and promise any discussion will be confidential.Inverclyde Council, P O Box 9467, Greenock, PA15 1JD**Telephone 01475 712270** **Or e-mail:** rates@inverclyde.gov.uk |