

Non-Domestic Rates



Application for Fresh Start Relief

Please read the notes at the end before completing this form.

Principal Business/Organisation Name and Address.

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Part 1 Non-Domestic subjects

Please list the properties that you own, lease or are otherwise entitled to occupy (whether occupied or unoccupied) in Orkney that you would like to apply for relief in respect of. If any property is unoccupied, please indicate. Continue on a separate sheet if necessary.

Property Reference.	Property Address.	Rateable Value.
Total.		

Part 2 – Qualifying Criteria

What date(s) did the subject(s) become empty?

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What date(s) are the subject(s) occupied from?

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Is/are the subject(s) used for payday lending?

No.		Yes.	
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Part 3 Declaration

I declare to the best of my knowledge and belief that the information on this form is true and accurate and I will tell you about any change in circumstances that may affect the total rateable value of all non-domestic subjects. I understand that it is an offence to knowingly make a false statement and may be liable for prosecution.

Signature.	
Your Name.	
Your Address.	
Position in Business.	
Date.	

If you would like to be contacted by email or telephone in the event of further queries, please provide details:

Email address:	
Telephone:	

Further Information about this form

From 1 April 2021, relief of 100% for a period of 12 months, is available where:

- The property has become occupied on or after 1 April 2018.
- The property has previously been in receipt of empty property rates relief for a continuous period of 6 months immediately prior to it becoming occupied.
- The property has a rateable value of £95,000 or less (prior to this the upper limit on rateable value was £65,000).
- The property is not used for payday lending.

How information about you will be used – we need the information on this form to determine if you are entitled to rates relief and to process your application. The Non-

Domestic Rating (Unoccupied Property) (Scotland) Regulations 2018 is the legal basis for the Council processing your information. The information that you provide may be shared as follows:

- Within the local authority, with other local authorities, Audit Scotland, Her Majesty's Revenues and Customs, and the Scottish Government to detect and prevent fraud.
- Information relating to recipients of reliefs/exemptions is published quarterly on the Council's website.

For more information about how we process information, how long we retain the information, or the right to complain please contact us or visit <https://www.orkney.gov.uk/Service-Directory/B/business-rates-privacy-notice.htm>

If you are unable to access the Council's website you can request a paper copy from the Council. Users of smartphones can also scan the code below.



Please return the completed form to the Revenues Section, Orkney Islands Council, Council Offices, Kirkwall, Orkney, KW15 1NY. Telephone: 01856886322, Fax 01856876158, Email: revenues@orkney.gov.uk

February 2021.

For official use only:

Form issued.	
Property Ref.	
Date.	
Discount Input by.	
Discount.	
Update details.	Yes/No.