

# Non-Domestic Rates



## Application for Rates Relief under the Rating (Disabled Persons) Act 1978

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.
<b>Total.</b>		

### Part 2 – Qualifying Categories

Is 50% or more of the floor area of the premises used exclusively for any of the following purposes? Please answer Yes or No (we may contact you for more information if required, including a request for a floor plan).

(a) The provision of residential accommodation for the care of persons suffering from illness or the after-care of persons who have been suffering from illness?

Yes.		No.	
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(b) The provision of facilities for training or keeping suitably occupied persons suffering from illness or persons who have been suffering from illness?

Yes.		No.	
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(c) The provision of such accommodation or facilities as are mentioned in paragraph (a) or (b) above for disabled persons not falling within that paragraph?

Yes.		No.	
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(d) The provision of welfare services for disabled persons?

Yes.		No.	
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If yes, please give details:

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(e) The provision of facilities under section 15 of the Disabled Persons (Employment) Act 1944

Yes.		No.	
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(f) The provision of a workshop or of other facilities under section 3(1) of the Disabled Persons (Employment) Act 1958

Yes.		No.	
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(g) purposes ancillary to the purposes mention in paragraph (a) to (f) above, e.g office space, laundry, a canteen?

Yes.		No.	
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If Yes please give details:

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Please give any other information about how the premises is used that you think relevant to your application:

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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.

<b>Signature.</b>	
<b>Your Name.</b>	
<b>Your Address.</b>	
<b>Position in Business.</b>	
<b>Date.</b>	

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

<b>Email address:</b>	
<b>Telephone:</b>	

### Further Information about this form.

Definition of “care” – “care” does not include the provision of medical, surgical or dental treatment.

Definition of illness – “illness” includes any mental disorder within the meaning of Section 328 of the Mental Health (Care and Treatment)(Scotland) Act 2003.

**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 Rates (Levying) (Scotland) Regulations, 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](mailto:revenues@orkney.gov.uk)

February 2021.

**For official use only:**

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