



**Director**  
Lynn Brown  
MA (Hons) CPFA

**If Visiting:-**  
45 John Street  
Glasgow  
G1 1JE

**Office Opening Hours:-**  
Monday to Friday 9.00am - 5.00pm

**Email:** ndr@fs.glasgow.gov.uk  
**Website Address:** www.glasgow.gov.uk/ndr

**Postal Address:-**  
Springburn Revenues  
and Benefit Service  
30 Charles Street  
Glasgow  
G21 2PN

**Helpline Telephone Number:- 0141-287-7333**  
Monday to Friday 9.00am - 4.30pm

Our Ref:  
Date:

Your Ref:

**\*NNDR+A43274+DSBBS1\***

### Non-Domestic Rates Small Business Bonus Scheme Application Form

#### Subject Address:

The **Small Business Bonus Relief** available depends on the total rateable value of the eligible property you are entitled to occupy and is set out in the table below.

Cumulative Rateable Value (All properties in Scotland)	Small Business Bonus Relief Percentage From 1st April 2014
Up to £10,000	100%
£10,001 to £12,000	50%
£12,001 to £18,000	25%
Upper limit for cumulative (RV) £35,000*	25%

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

Applicants should note that the **Small Business Bonus Scheme** for which they are applying is granted as de minimis aid for state purposes. There is a ceiling of 200,000 Euros (roughly £160,000) of de minimis aid, that can be granted over a three year period and if you consider that you have already received in excess of, or close to, this sum over the past three years, please provide details. **Please attach details with this application form.**

**In line with The Non-Domestic Rates (Levying) (Scotland) Regulations 2014 – SSI/2014/30, payday lenders will no longer qualify for Small Business Bonus Relief effective from 01/04/2014. Please visit our website – [www.glasgow.gov.uk/ndr](http://www.glasgow.gov.uk/ndr) for the definition of a payday lender.**

If you are liable for any additional properties within Scotland you must notify Glasgow City Council immediately of any change in circumstances to these additional properties.

Your Details	
Rates Reference: (From your Rates Bill)	
Ratepayer Name:	
Company Contact name: (If different from above)	
Correspondence Address:	
Post Code:	
Email Address:	
Telephone Number:	

<b>FROM WHAT DATE DO YOU WANT TO CLAIM SMALL BUSINESS BONUS?</b>	/	/
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**ARE YOU LIABLE FOR BUSINESS RATES ON ANY OTHER PROPERTY IN SCOTLAND?**

NO  PLEASE TICK      YES  PLEASE TICK

If YES please detail below any other business premises you or your company/organisation are liable for in Scotland

<b>1. PROPERTY ADDRESS:</b>  
<b>REFERENCE NO:</b>
<b>RATEABLE VALUE:</b>

<b>2. PROPERTY ADDRESS:</b>  
<b>REFERENCE NO:</b>
<b>RATEABLE VALUE:</b>

<b>3. PROPERTY ADDRESS:</b>  
<b>REFERENCE NO:</b>
<b>RATEABLE VALUE:</b>

<b>4. PROPERTY ADDRESS:</b>  
<b>REFERENCE NO:</b>
<b>RATEABLE VALUE:</b>

If any of the above properties are located outwith the Glasgow City Council area please enclose a copy of the most recent rates demand notices for these properties.

Please detail on a separate list any other additional properties that you may have and attach it to this application.

**DECLARATION**

**I UNDERSTAND THAT:-** The Council is under an obligation to manage public funds properly. Accordingly information that you provide the Council will be used to ensure all sums due to the Council are paid timeously. The information may also be used to prevent and detect fraud. It is possible that this information may be shared for the same purposes with public bodies, including Councils or other organisations that handle public funds.

**I AGREE THAT:-** You may make any enquiries necessary to check the information I have given. I understand that any relief awarded to me as a result of misleading statements deliberately given on this form will be recovered in full and that I may be liable to legal action.

**I DECLARE THAT:-** The information I have given on this form is true, complete and correct. I understand that the deliberate provision of false information in order to achieve financial gain is a criminal offence.

<b>Applicants Signature:</b>		<b>Date:</b>	/	/
<b>Name in block capitals:</b>				
<b>Position Held:</b>				

**Important-** Before posting this form to Glasgow City Council, Financial Services, 45 John Street, Glasgow G1 1JE, Please check the following: -

- Have you included all requested documentation? (i.e. evidence of rates charges at other rating authorities).
- Have you signed the declaration above?