



# Non-Domestic Rates

## Small Business Bonus Scheme

### Application Form

You should use this form if you wish to apply for rates relief under the Small Business Bonus Scheme.

You can get business rates relief through the Small Business Bonus Scheme (SBBS) if the combined rateable value of **all** your business premises (owned, leased or are otherwise entitled to occupy - whether occupied or unoccupied) in **Scotland** is £35,000 or less. See the reverse of this application form for more details on the rates of relief.

### Principle Business/Organisation Details.

<b>Business Name.</b>	
<b>Principal Address.</b>	
<b>Status, e.g. sole trader, partnership, limited company.</b>	
<b>Companies House ref no, if applicable.</b>	
<b>Charity ref no, if applicable.</b>	

### Part 1 Non-Domestic subjects in Orkney

Please list the properties that you own, lease or are otherwise entitled to occupy (whether occupied or unoccupied) in Orkney. If any property is unoccupied, please indicate.

Property Reference.	Property Address.	Rateable Value.

<b>Total.</b>	
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### Part 2 Other non-domestic subjects

Do you own, lease or are otherwise entitled to occupy (whether occupied or unoccupied) **any** non-domestic subjects in Scotland not already listed in Part 1.

No.	<input type="checkbox"/>	Yes.	<input type="checkbox"/>
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Please give details:

Property Address.	Rateable Value.

If you own, lease or are otherwise entitled to occupy (whether occupied or unoccupied) other subjects not listed in Part 1 and the total rateable value of Part 1 and Part 2 is still £35,000 or less, you must enclose copies of all current rates bills listed in Part 2.

### Part 3 Declaration

**Have you (i.e. your business/es) received public sector assistance over the last 3 years\* that in total would exceed €325,000, or would you expect to exceed that threshold if this relief were granted to you? (\*current and previous two accounting years of your business/es)**

Yes  No

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>Name (print).</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>	

## Notes on the Small Business Bonus Rates Scheme

Amount of Small Business Bonus Scheme relief available - from April 2023 the relief available is:

<b>Single Properties</b>	<b>Percentage of Relief</b>
Less than £12,000	100%
Between £12,001 to £15,000	Transition between 100%-25%
Between £15,001 to £20,000	Transition between 25% - 0%
<b>Multiple Properties</b>	
Multi props total less than £12k – (individuals less than £12,000)	100%
Multi props total less than £35K - (individuals less than £15,000)	25%
Multi props total less than £35K, and individual properties between £15,001 to £20,000	Transition between 25% to 0%

The previous rates of relief available from 1 April 2017 to 31 March 2023 were:

<b><u>Combined Rateable Value (RV).</u></b>	<b><u>Percentage of relief available.</u></b>
Up to £15,000.	100%.
£15,001 to £18,000.	25%.
£18,001 to £35,000.	25% on each individual property with a rateable value of £18,000 or less.

The amount of relief a 1 April 2010 to 31 March 2017 was:

<b><u>Combined Rateable Value (RV).</u></b>	<b><u>Percentage of relief available.</u></b>
Up to £10,000.	100%.
£10,001 to £12,000.	50%.
£12,001 to £18,000.	25%.
Upper limit for combined RV*.	£35,000 25% on each individual property with a rateable value of £18,000 or less (prior to April 2014 the limit was £25,000).

More information on the Small Business Bonus Scheme can be obtained from the Scottish Government's Business Rates website at <https://www.mygov.scot/non-domestic-rates-relief/small-business-bonus-scheme/>

**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 to access the information.



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)

Updated May 2023

**For official use only:**

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