

Non-Domestic Rates



ORKNEY
ISLANDS COUNCIL

Application for Rates Relief for Charitable and Non-profit organisations

This form should be completed if you are applying for rates relief if your organisation is a charity, a non-profit making organisation (that is of a charitable nature), or used for the purposes of recreation.

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.	
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Part 2 Purpose of the organisation

Is the organisation a registered Charity?

No.		Yes.	
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Please give the charity number:

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Is the organisation declared to be a charity for Income Tax purposes and has an Inland Revenue Tax Exemption Certificate? Please ensure you supply a copy of the exemption certificate with your application.

No.		Yes.	
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If not a registered charity, is the organisation established or conducted for profit?

No.		Yes.	
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If yes, please give a brief description.

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Is/are the property/properties occupied for the purposes of a club, society or other organisation that is not established or conducted for profit and used wholly or mainly for purposes of recreation?

No.		Yes.	
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If yes, please give a brief description of the purpose.

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Is the property occupied by a registered community amateur sports club (registered under Schedule 18 of the Finance Act 2002)?

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 Rates Relief

You can get more information about the reliefs available for charities and not-for-profit organisations on our website, at <https://www.orkney.gov.uk/Service-Directory/B/charities-and-non-profit-making-organisations.htm>

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

February 2021.

For official use only:

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