

Non-Domestic Rates



Application for Rural Rates Relief

You should use this form if you are liable to pay business rates and you want to apply for rating relief under the Rural Rate Relief scheme. Please read the notes at the end before completing the form.

Principal Business/Organisation Name and Address.

--

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 About the Business/Organisation

Describe the main purpose of the business and the main use of each property.

--

Is the business the only one of its type in the area?

No.		Yes.	
-----	--	------	--

Is the business a Post Office within the meaning of the Post Office Act 1953?

No.		Yes.	
-----	--	------	--

Is your business a general store?

No.		Yes.	
-----	--	------	--

If yes, describe the types of food, household goods and other goods you sell.

--

Is the business a small food shop?

No.		Yes.	
-----	--	------	--

If yes, describe the type of goods you sell.

--

Is the business a Public House or Hotel?

No.		Yes.	
-----	--	------	--

If yes, are you the ratepayer in relation to any other Public House/Hotel in Scotland?

No.		Yes.	
-----	--	------	--

Is the business a Petrol Filling Station?

No.		Yes.	
-----	--	------	--

If yes, are you the ratepayer in relation to any other Petrol Filling Station in Scotland?

No.		Yes.	
-----	--	------	--

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.

General Store - defined as a trade or business consisting wholly or mainly of the sale by retail of both food for human consumption (excluding confectionery) and general household goods.

Small Food Shop - is defined as a business wholly or mainly selling food on a retail basis for human consumption (excluding the supply of confectionery and hot food).

Public House/Hotel – a premises where a licence authorising the sale of alcohol for consumption both on and off the premises has been issued by a licensing board under the Section 26 of the Licensing (Scotland) Act 2005

Petrol Filling Station – a premises that sells petrol or other automotive fuels by retail to the general public for fuelling motor vehicles intended for use on the roads

You can get more information about the reliefs available for rural businesses from our website, at <https://www.orkney.gov.uk/Service-Directory/B/rural-rates-relief.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.