



**Executive Director of Finance**  
Martin Booth  
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**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

**Telephone Number:- 0141-287-7333**

Phone enquiries: Monday to Friday 9.00am - 4.30pm

Phone payments: Monday to Friday 9.00am - 5.00pm

**Postal Address:-**  
Financial Services  
PO Box 36  
Glasgow  
G1 1JE

Dear

**NON-DOMESTIC RATES (ENTERPRISE AREAS) (SCOTLAND) REGULATIONS 2016  
ENTERPRISE AREAS - SCOTTISH RATES BUSINESS RELIEF APPLICATION SCHEME**

<b>Full Property Address:</b>	
<b>Reference Number:</b>	
<b>Date property was entered on the valuation roll:</b>	
<b>Rateable Value of property:</b>	
<b>Period the property was unoccupied prior to occupation:</b>	
<b>Describe fully all business activity which will be carried out at the property address:</b>	

Enterprise Areas Relief is available in respect of properties used solely or mainly for carrying out the activities listed in part 3 of the Schedule to The Non-Domestic Rates (Enterprise Areas) (Scotland) Regulations 2016 (see Appendix B). To qualify properties must be: new properties entered onto the Valuation Roll after 01/04/12 or properties previously entered onto the Valuation Roll that were unoccupied for a continuous period of 3 months or more prior to being occupied. The Enterprise Areas relates to the area highlighted on the map entitled "General Manufacturing and Growth Sectors Enterprise Area – Creative Clyde" (see Appendix A).

The table below shows the percentages of relief available

Rateable Value	% of Relief
£120,000 or less	100%
More than £120,000 but not exceeding £240,000	50%
More than £240,000 but not exceeding £480,000	25%
More than £480,000 but not exceeding £1,200,000	10%
More than £1,200,000 but not exceeding £2,400,000	5%
More than £2,400,000	2.5%

The rateable value of your property can be found using the "search for a rateable value" facility at [www.saa.gov.uk](http://www.saa.gov.uk)

**State Aid:**

Applicants should note that the Enterprise Area relief for which they are applying is granted as de minimis aid for State aid purposes. There is currently a ceiling of 200,000 Euros (around £170,000, although exact amount will fluctuate) of de minimis aid that can be granted over a three year period. If you consider that you have already received in excess of, or close to, this sum over the past three years, please attach details with this application form.

**Change in Circumstances:**

It is your duty to inform the relevant council(s) of any change in circumstances which may affect your eligibility for the scheme.

Are you liable for business rates on any other property in Scotland?

YES  NO

If **YES** please detail below (on a separate page if necessary) any other business premises you or your company/organisation are liable for (and any relief awarded on each) in Scotland:

<b>Property Address (Including Postcode):</b>	
<b>Property Reference Number (From Bill):</b>	
<b>Details of any State Aid awarded:</b>	
<b>Rateable value of property:</b>	

If any of the above properties are outside the Glasgow City Council area, please enclose a copy of your most recent rates demand notice.

**Change in Circumstances:**

It is your duty to inform the relevant council(s) of any change in circumstances which may affect your eligibility for the scheme.

**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.

**Print Name:** \_\_\_\_\_ **Signature:** \_\_\_\_\_

**Position Held:** \_\_\_\_\_ **Phone Number:** \_\_\_\_\_

**Date:** \_\_\_\_\_ **Email Address:** \_\_\_\_\_

**IMPORTANT** Before posting this form to Glasgow City Council, please check the following:-

Have you included all requested documentation?

(e.g. rateable values of any other business properties which you have anywhere in Scotland, details of other public sector assistance received)

Have you signed the declaration above?

**If phoning or visiting please ask for Non-Domestic Rates**

**Telephone no. 0141 287-7333**

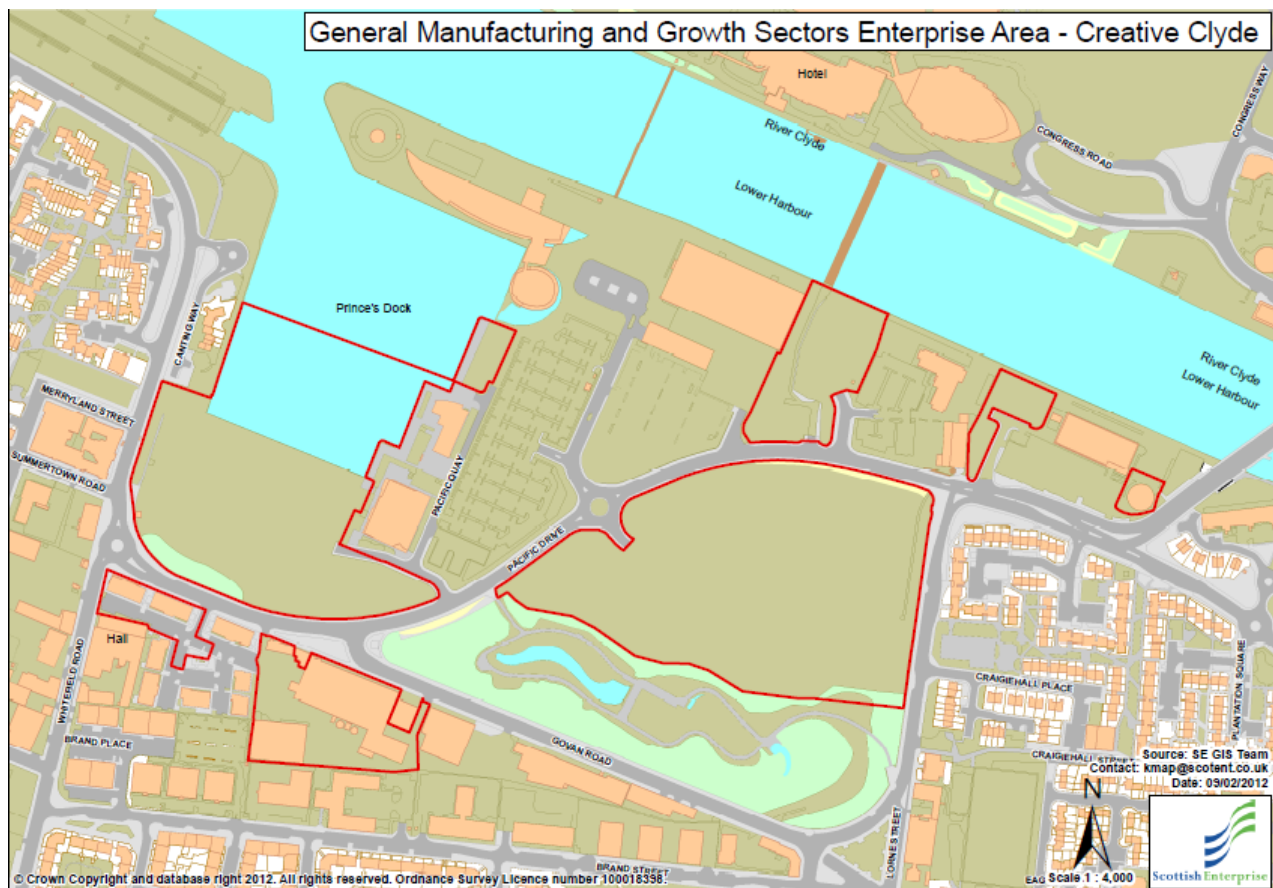
The Council is under an obligation to manage public funds properly. Accordingly information that you provide will be used to ensure all sums due to the Council are paid timeously. The information may also be used to prevent and detect fraud. It is also possible that this information may be shared for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

**Please allow us time to process your account. We will contact you if we require further information.**  
Instantly check your Business Rates balance by accessing your online account at [www.glasgow.gov.uk/ndr](http://www.glasgow.gov.uk/ndr)

**Help us keep your bill right by telling us about any changes straight away.**

Glasgow City Council will never telephone you asking for your bank details to refund your Business Rates  
Log on to [www.glasgow.gov.uk/privacy](http://www.glasgow.gov.uk/privacy) to find out how we will use your information

## Appendix A



## Appendix B

Activities giving rise to eligibility for business rates relief in the General Manufacturing and Growth Sectors Enterprise Area

### Creative Clyde

Activities involved in the programming, production, post-production, digital distribution or broadcasting of motion picture, video, television, radio, computer games, internet channels or websites

Architectural design

Digital animation

Digital design

Digital publishing of books, magazines, journals, periodicals, computer games or music

Production of digital advertising or digital marketing materials

Software development

Sound recording or reproduction of sound recording