



**Acting Executive
Director**
Morag Johnston 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

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 Sir/Madam

NON DOMESTIC RATES - APPLICATION FOR REMISSION OF RATES
Non Domestic Rating (Unoccupied Property) (Scotland) Regulations 1994 (as amended)

RATES YEAR

SUBJECT ADDRESS

PROPERTY DESCRIPTION

I refer to your application for the above.

With effect from 1st April 2016 changes to reliefs will come into effect:

- Industrial properties will receive a reduction of 100% of the Rates charge for the first 6 months and a 10% reduction thereafter
- Exempt properties will continue to receive full relief at 100% of the Rates charge. These are properties:
 - Which have a Rateable Value less than £1,500 (to 31 March 2000) or £1,700 (from 01 April 2000)
 - Which are unoccupied due to death or insolvency
 - Where occupation is prohibited by law
 - Which are under a compulsory purchase order
 - Which are under a preservation order or are Listed Buildings and Ancient Monuments

Section 7 of this application form should be completed if your property is in any of these categories.

- All other properties will receive a reduction of 50% of the Rates charge for the first 3 months and a 10% reduction thereafter

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

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 to find out how we will use your information

REMISSION OF RATES APPLICATION

RATES YEAR

SUBJECT ADDRESS

RATES REFERENCE NUMBER

1. When did the property become unoccupied? (dd/mm/yyyy)

____ / ____ / ____

2. When will the property be occupied? (dd/mm/yyyy)

____ / ____ / ____

(If full period is unknown give estimated date)

3. Reason the property was not occupied:

4. (A) As we may need to inspect the property before your claim can be assessed, please complete the following:

Name:

Address:

Telephone Number:

Email address:

- (B) Before I process your application for relief, I require one of the following: -**

- (1) an original Electricity bill showing minimal usage (estimated and customer read bills are not acceptable as proof)**
- (2) an original letter from the letting agents confirming marketing details**
- (3) confirmation from the Council relating to derelict/uninhabitable property**
- (4) receipts/estimates from a reputable contractor for refurbishment**

5. The following section should be completed if there has been any change in the property since it became empty.

- (A) OWNER

Date of Sale

Name of new owner(s)

Name and address of your Solicitor

Your forwarding address

Your daytime telephone no/email address

- (B) TENANT

Date tenancy was ended

Name and address of new tenant

Your forwarding address

Your daytime telephone no/email address

6. Please give details of the use of the property prior to the empty period claimed.

7. EXEMPT PROPERTIES

The property I am responsible for should be exempt for the following reason(s): -

I/We confirm that the information supplied is correct.

I/We understand that to provide false information for financial gain is a civil offence.

Name

(BLOCK CAPITALS PLEASE)

SIGNATURE

DATE

EMAIL ADDRESS

DAYTIME TELEPHONE NO

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.