



**Executive Director of Finance**  
 Martin Booth  
 BA CPFA MBA

**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

**NEW START - SCOTTISH RATES BUSINESS RELIEF APPLICATION SCHEME**  
**Non Domestic Rating (Unoccupied Property) (Scotland) Regulations 1994 (as amended)**

|   |  |
|---|--|
| <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>Current status of property (occupied/unoccupied):</b>  |  |
|   |  |
|   |  |
|   |  |
| <b>Has the property previously received any New Start Relief (please supply details if YES, including start and end date of relief award)</b> |  |
|   |  |
|   |  |
|   |  |
|   |  |

The New Start scheme offers rates relief of up to 100% for a maximum period of 15 months in respect of newly built properties entered on to the Valuation Roll between 1<sup>st</sup> April 2013 and 31<sup>st</sup> March 2018.

The relief can be applied if all the following conditions are met by the property:

- The property is entered onto the valuation roll between 1<sup>st</sup> April 2013 and 31<sup>st</sup> March 2018
- The property is unoccupied at the time of entry on the valuation roll
- The new entry is not as a result of a combination or division of an existing entry or entries on the valuation roll or due to the refurbishment or change of an existing entry on the valuation roll (including conversion of a domestic property or a property previously exempt from rating)

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)

Applicants should note that the New Start relief for which they are applying may be considered a "subsidy" in terms of the EU-UK Trade and Cooperation Agreement (TCA), which can limit the amount of relief awarded.

In view of the TCA, the level of relief awarded may depend on:

- a) the combined rateable value of all properties in Scotland of which your business is in rateable occupation or (if vacant) which your business is entitled to occupy;
- b) whether or not the property is eligible for one of the existing rate relief schemes; and
- c) the level of other public sector assistance received by your business

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**

**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**