



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)

Full Property Address:	
Reference Number:	
Date property was entered on the valuation roll:	
Rateable Value of property:	
Current status of property (occupied/unoccupied):	
Has the property previously received any New Start Relief (please supply details if YES, including start and end date of relief award)	

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 1st April 2013 and 31st 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 1st April 2013 and 31st 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

State Aid:

Applicants should note that the New Start 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.

In view of State Aid regulations 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 (see: State aid above).

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:

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

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

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