

# Application form for Disabled Rates Relief

Relief of rates can be granted for an organisation that provides training, welfare or care for disabled persons.  
  
Institutions whose primary purpose is to provide treatment such as hospitals, surgeries or dental surgeries are not eligible, as the definition of care does not extend to medical care.  
  
The amount of relief awarded depends on the rateable value associated with the provision of training, welfare or care.  
  
To qualify for relief the premises must be used wholly or mainly for one of the following purposes, or for an ancillary purpose. Ancillary purposes could include for example, office space or a laundry or a canteen whose major purpose is to provide services for the premises on which relief is claimed.

1. the provision of residential accommodation for the care or after-care of disabled persons or persons suffering from illness (care does not include the provision of medical, surgical or dental treatment),
2. the provision of facilities for training, or keeping suitably occupied, disabled persons or persons suffering from illness,
3. the provision of Welfare Services for disabled persons,
4. the provision for disabled persons of facilities for employment or work in terms of Section 15 of the Disabled Persons (Employment) Act 1944,

* the provision of sheltered employment by a local authority in terms of Section 3 (1) of the Disabled Persons (Employment) Act 1958.

An application for a nursing home requires detail of patients, the nature of their illness and also details of the number and type of staff. It is not essential that staff possess professional nursing or medical qualifications.  
  
Please complete the questions detailed overleaf and return the form to the Business Rates Team, North Ayrshire Council, Bridgegate House, Irvine, KA12 8LS or you can email the form to businessrates@north-ayrshire.gov.uk.

## Review

Please note your claim will be subject to review. In the meantime, Rates are payable in accordance with your Demand Notice.

## Do you need help with this form?

If you have any questions regarding this application, please telephone **01294 310121** from 09.00am to 04.45pm Monday to Thursday and 09.00am to 04.30pm on a Friday or email the Business Rates Team at businessrates@north-ayrshire.gov.uk.

## Application for Disabled Rates Relief

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| --- | --- |
| **Information Required** | Please provide details below |
| Business Rates Reference No: |  |
| Telephone No: |  |
| Email address: |  |
| What is your full name/ the name of the organisation claiming relief? |  |
| What is your correspondence address including postcode? |  |
| What is the full postal address including postcode of the property where relief is being claimed? |  |
| Name of Home (if applicable)? |  |
| Please give a brief description of the premises where relief is being claimed. |  |

### Section 1: Information regarding the purposes for which the premises are used.

|  |  |
| --- | --- |
| Are the premises used for the provision of residential accommodation for the care of after-care of disabled persons or persons suffering from illness?  (**Note: that ‘care’ in the above question does not include the provision of medical, surgical or dental treatment and if the premises are mainly used for such purposes the answer must be ‘NO’).** | (please tick **√** )  YES    NO |
| Are the premises used for the provision of facilities for training, or keeping suitably occupied, disabled persons or persons suffering from illness? | (please tick **√** )  YES    NO |

|  |  |
| --- | --- |
| Please describe the charitable purpose the property is used for: | Description: |
| Are the premises used for the provision of Welfare Services for disabled persons? If yes provide details. | (please tick **√** )  YES    NO  If “Yes” provide details below: |
| Are the premises used for the provision for disabled persons of facilities for employment or work in terms of Section 15 of the Disabled Persons (Employment) Act 1944? | (please tick **√** )  YES    NO |
| Are the premises used for the provision of sheltered employment by a local authority in terms of Section 3 (1) of the Disabled Persons (Employment) Act 1958? | (please tick **√** )  YES    NO |
| Please use this space if you wish to expand further on the major purpose for which the premises are used. | Description: |
| Please confirm the percentage of the property which is currently being used for the reason stated above. E.g. if the entire property is being used then enter 100%. | Percentage used: |
| Please give the name and address of someone who can be contacted should further information be required or to arrange a visit. | Name:  Address:  Contact Telephone Number: |

### Section 2: In order to supplement and Organisations claim for Disabled Relief it is necessary to acquire resident and staffing details. Please therefore complete the following:

|  |  |
| --- | --- |
| Capacity of the Home: | Persons |
| Please give the number of staff in the establishment? | Staff |
| The number of staff holding approved Nursing qualifications or residential care qualifications | Number holding Nursing Qualifications:  Number holding Residential Care Qualifications: |
| Please provide full details of the post designations: |  |

### Resident Details (please continue on a separate sheet if necessary)

|  |  |  |  |
| --- | --- | --- | --- |
| Initials of Residents | Age | Date of Admission | Nature of Illness or Disability |
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**Legal Structure of the Ratepayer (Please put an ‘X’ in the relevant box) –**

|  |  |
| --- | --- |
| Individual |  |
| Sole Trader |  |
| Partnership |  |
| Private Limited Company (LTD) |  |
| Public Limited Company (PLC) |  |
| Limited Liability Partnership (LLP) |  |
| Charitable Organisation |  |
| Other (Please State) |  |

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| --- |
| **Documentary Evidence** |
| In order to substantiate your claim please enclose the following:   * A plan or diagram of the layout of each floor of the premises, indicating against each room / section and its use. (Hand-written plans or diagrams will be accepted)   **This is not required if you have confirmed that 100% of the property is being used for disabled purposes.** |

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| **Declaration** |
| I / We certify that the information supplied is to the best of my knowledge and belief accurate. I / We understand to deliberately provide false information for monetary advantage is a criminal offence. I / We understand that the claim will be subject to review.  I /We also agree to notify the Council if there is a change of use of the property. |

|  |  |
| --- | --- |
| Name: |  |
| Position: |  |
| Signature: |  |
| Date: |  |

**For office use only – Ref:**

**RV:**

**Period of relief: Start Date / / End Date: / /**

**Processed by User ID: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date processed: / /**

**Authorised by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Review Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Review memo entered: \_\_\_\_\_\_\_\_\_\_\_**

**PRIVACY NOTICE**

**Why we require your personal information and what we do with it**

In order to administer non-domestic rates bills and determine, for instance, eligibility for non-domestic rates reliefs, we may require personal information relevant to your non-domestic property.

To increase transparency around the use of public funds for non-domestic rates relief awards, information associated with the awarding of the non-domestic rates reliefs will be published on North Ayrshire Council’s website from 2021/22 **(www.north-ayrshire.gov.uk).**

This information may include:

- the liability holder (company or sole trader name)

- non-domestic property information (including relevant property reference numbers)

- the date of the relief award

- type of relief award

- gross and net bill

Information may also be analysed internally to help us improve our services.

Your data will be processed in accordance with the Council’s Privacy Policy published on our website **(www.north-ayrshire.gov.uk/privacy-policy.aspx).** Your information will be held in accordance with our Records Management Plan, in compliance with the Public Records (Scotland) Act 2011 and held for the appropriate retention (length of time) as per the Council’s Records Retention Schedule.

**Legal basis for using your information**

Processing your personal information may be necessary for the awarding of the relief. If you do not provide us with the information, we may not be able to provide this service to you.

In accordance with the Data Protection Act 2018, the Council must have a legal justification to process your personal information. For the purposes of administering Non-Domestic Rates to the property that you are liable for, the legal basis is Article 6, (1), (c) of the UK General Data Protection Regulation which states that processing is “necessary for compliance with a legal obligation to which the controller is subject”.

**Who we share your information with**

We are legally obliged to safeguard public funds and will check your details internally for fraud prevention; we are also required to verify and check your details in accordance with the National Fraud Initiative. We may share this information with other public bodies (and receive information from these other bodies) for fraud-checking purposes. We are also legally obliged to share certain data with other public bodies, such as other local authorities, The Assessor or Her Majesty’s Revenue and Customs and will do so where the law requires this.

In order to meet our legal obligations and to promote openness & transparency around the use of public funds and the awarding of non-domestic rates reliefs, you should be aware that the details of all relief awards will be published on North Ayrshire Council’s website

The Scottish Government may also publish compiled lists of relief award recipients.

**Information you have given us about other people**

If you have provided anyone else’s details on this form, please make sure that you have told them that you have given their information to North Ayrshire Council. We will only use this information to process and administer your claim. If they want any more information on how we will use their information they can visit our website at www.north-ayrshire.gov.uk or email at dataprotectionofficer@north-ayrshire.gov.uk.

**More information**

For more information on how North Ayrshire Council handles your personal information and your information rights, please refer to our Privacy Policy which is available on our website at [www.north-ayrshire.gov.uk/privacy-policy.aspx](http://www.north-ayrshire.gov.uk/privacy-policy.aspx).