

North Ayrshire Council

Finance & Corporate Support

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Date: 24 May 2021

BUSINESS RATES

# RELIEF FOR SUBJECTS PARTLY OCCUPIED FOR A SHORT TIME

Subject Address:

Reference:

The policy of North Ayrshire Council is as follows:

1. That all claims be for a period in excess of one month, but not more than six months for an industrial property or three months for any other commercial property.

2. That all applications must be accompanied by a plan of the property showing the area or areas which relief is being claimed for.

3. That a fresh application be made whenever there is a change to the part occupation of the property.

4. That once the part occupied relief period has ended the property must be fully occupied for a period of 42 days (six weeks) before a further period of relief can be applied for.

5. That the maximum period of relief which may be awarded cannot exceed twelve months for the same ratepayer. This twelve month period may consist of a number of separate claims over different financial years.

If you wish to apply for relief then please complete the application overleaf and return it to this office accompanied by a plan of the area(s) involved.

Yours faithfully

Mark Boyd

HEAD OF FINANCE

## APPLICATION FOR BUSINESS RATES RELIEF - FOR SUBJECTS PARTLY OCCUPIED FOR A SHORT TIME

|  |  |
| --- | --- |
| About your claim | Please confirm the details below |
| Name |  |
| Contact Address |  |
| Description of Subject for which relief is being claimed |  |
| Address of subject for which relief is being claimed – if different from above |  |
| Period of claim (provide from and to dates) | From To |

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) |  |

|  |  |
| --- | --- |
| Name of person who can be contacted about this claim |  |
| Telephone number of person who can be contacted about this claim |  |
| Date of Application |  |
| Signature of person submitting this claim |  |
| Position of person submitting this claim |  |

All applications must be accompanied by a plan showing the area(s) in respect of which relief is being sought.

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FOR OFFICE USE ONLY

 (PARTLY OCCUPIED RELIEF)

Period of Relief Start Date....................... End Date.................................

Authorised by ....................................... Actioned by ...........................

User I D ....................................... Date Processed .....................

Unoccupied R V ……………………………

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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).