

Our Ref: SBBSFORM23-24
Your Ref: Revenues Team
Contact: 01698-403213
Tel: businessrates@northlan.gov.uk
E-mail:
Date: 07/08/2025



Chief Executive's Office
Greg Telfer
Chief Officer (Finance and Technology)
Civic Centre
Windmillhill Street
Motherwell ML1 1AB
www.northlanarkshire.gov.uk

The Non-Domestic Rates (Levy and Miscellaneous Amendment) (Scotland) Regulations 2023

NON DOMESTIC RATES
RATES REFERENCE NUMBER:
RATEPAYER:
SUBJECT ADDRESS:

From 1 April 2023 the Small Business Bonus Scheme has been amended for businesses with properties with a combined rateable value of £35,000 or less.

Each individual property must have a Rateable Value of less than to £20,000 and from 1 April 2020 only properties that are occupied will qualify for this type of relief.

If the **combined** rateable value of your properties in Scotland is £35,000 or less, you may be eligible for relief. To enable me to assess your entitlement to this relief, you are required to complete the enclosed application form and return it to the above address.

If you have any query, please do not hesitate to contact the Rates Section direct on (01698) 403213 to discuss this matter further.

In the meantime, rates should be paid in accordance with the Rates notice issued.

Yours faithfully

Greg Telfer
Chief Officer (Finance and Technology)

Encl.



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SMALL BUSINESS BONUS SCHEME APPLICATION FORM

The qualifying condition for the purposes of the scheme is defined as a business owning, leasing or otherwise entitled to occupy one or more business properties in Scotland with a total combined rateable value of £35,000 or less.

The level of small business bonus scheme rate relief available is set out in the table below:

<u>Rateable value range</u>	<u>Percentage of rate relief</u>
One Property in Scotland with a Rateable Value of 12,000 or less	100% Relief
One property in Scotland with a Rateable Value of between £12,001 and £15,000	The relief will taper from 99.9% down to 25%
One property in Scotland with a Rateable Value of between £15,001 and £20,000	The relief will taper from 24.9% down to 0%

For a business with two or more properties with a cumulative rateable value not exceeding £35,000 the rate relief available is set out in the table below:

<u>Cumulative Rateable Value Range (multiple entries in the valuation roll)</u>	<u>Percentage of rate relief</u>
£12,000 or less	100%
£12,001 to £35,000	<p>25% on each individual property with a rateable value of £15,000 or less.</p> <p>Properties with Rateable Value between £15,001 and £20,000 will receive tapered relief in the same way as one property as above.</p>

Properties with cumulative rateable value of over £35,000 are not entitled to any SBBS.

The exact level of relief awarded will 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

Please Note:

- With effect from 1 April 2020 only properties that are occupied will qualify for this type of relief.
- With effect from 1 April 2023, properties not entitled to this type of relief are those which are used wholly or mainly for:-
 - (i) the accommodation of one or more advertisements,
 - (ii) the provision of facilities for betting (whether by making or accepting bets, or by acting as a betting intermediary),
 - (iii) the provision of one or more parking places, or
 - (iv) payday lending.

IMPORTANT INFORMATION

If your name/company is not shown as the ratepayer detailed overleaf, and you are the occupier of the property you should contact my Revenues Team to update the account. If this is the case, please do not complete this form as a new application form will be issued under your name.

If you are not the ratepayer detailed on the application form, please contact the Revenues Team in writing (email/letter) with the following information:

Your name (or the Limited Company Name)
 Contact Address (if not the subject address)
 Date your lease commenced, or date you purchased property.
 Landlords contact details (if you do not own the property)

Please email to:

businessrates@northlan.gov.uk

SMALL BUSINESS BONUS SCHEME APPLICATION FORM**Subject Address:****Rates Reference No:****Current Rateable Value:****QUESTION 1:****RATEPAYER NAME**

Please provide full details of the Ratepayer (person(s) / business liable to pay the rates on the above property).

Ratepayer (check person or company named on your non-domestic rates bill):

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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)

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Charitable Organisation

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Other (Please State)

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*IF APPLICABLE,**Companies House Registration number or Charity Registration number:**(Company number eg: 03493961)*

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QUESTION 2: **IS THE PROPERTY OCCUPIED (IN USE)?**YES [PLEASE TICK] ☐NO [PLEASE TICK] ☐**QUESTION 3:** **ARE YOU LIABLE FOR RATES ON ANY OTHER NON DOMESTIC PROPERTY IN SCOTLAND?**YES [PLEASE TICK] ☐NO [PLEASE TICK] ☐

If **YES** please detail below any other business premises you or your company/organisation are liable for in Scotland.

1. Property Address	Rates Reference Number	Rateable Value:

2. Property Address	Rates Reference Number	Rateable Value:

3. Property Address	Rates Reference Number	Rateable Value:

4. Property Address	Rates Reference Number	Rateable Value:

IF ANY OF THE ABOVE PROPERTIES ARE OUTSIDE THE NORTH LANARKSHIRE COUNCIL AREA, PLEASE ENCLOSE A COPY OF YOUR MOST RECENT RATES DEMAND NOTICE.

PLEASE DETAIL, ON AN ATTACHED LIST, ANY OTHER ADDITIONAL PROPERTIES.

QUESTION 4: **IS YOUR BUSINESS SET UP TO INVOLVE PAYDAY LENDING, THE MAILING OF
OR ADVERTISING THE AVAILABILITY OF A LOAN AGREEMENT**

YES **[PLEASE TICK]** ☐

NO **[PLEASE TICK]** ☐

If you have answered yes to the above question, please answer the following 2 questions.

Do you allow your clients to repay over a period that exceeds 12 months YES/NO

Please advise the annual percentage rate of interest charges _____

Declaration

Please read this declaration carefully before you sign and date it.

I am duly authorised by the Ratepayer to make the application.
I declare that the information given on this form is correct and complete to the best of my knowledge.
I authorise the Council to make any necessary enquiries to check the information.
I authorise the Council to cross check the information with other Councils in Scotland.
I undertake to advise the Council of any change of circumstances, including the occupation / vacation of any other property I may occupy in Scotland which may affect liability for Non-Domestic Rates Relief.

I understand that if I give information that is incorrect or incomplete or fail to report changes in circumstances, I (or the Ratepayer I represent) may be prosecuted.

I understand that the Council will reclaim any incorrectly awarded Non-Domestic Rates Relief.

I have read and understand the privacy notice accompanying this relief application.

I claim the above relief from non-domestic rates liability.

Applicant Name:

Telephone No:

Capacity (e.g. Owner; Tenant Agent; Employee):

E-mail Address:

Contact Address:

**Your
Signature:**

Date:

When completed, this form should be returned by email to:

businessrates@northlan.gov.uk

or by post to:

North Lanarkshire Council
PO Box 9060
Civic Centre
Motherwell
ML1 1AB

PRIVACY NOTICE

Who we are?

North Lanarkshire Council is a local authority established under the Local Government etc. (Scotland) Act 1994. Its head office is located at Civic Centre, Windmillhill Street, Motherwell, ML1 1AB and you can contact our data protection officer by post at this address or by email at DataProtection@northlan.gov.uk

Why may we require your personal information and what do 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.

We may also use your information, as required, to verify your identity, contact you by post, email or telephone and to maintain our records.

In order 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 the local authority's website. 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 bill and net bill.

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

This data sharing is in accordance with our Information Use and Privacy Policy and covered in our full privacy statement on our website. It also forms part of our requirements in line with our Records Management Plan approved in terms of the Public Records (Scotland) Act 2011.

Legal basis for using your information

You can find more details about this on our website at www.northlanarkshire.gov.uk. Processing your personal information may be necessary for the awarding of the relief. If you do not provide us with the information we have asked for then we may not be able to provide this service to you.

Who do we share your information with?

We are legally obliged to safeguard public funds so we are required to verify and check your details internally for fraud prevention. We may share this information with other public bodies (and also 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 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, relief recipients should be aware that the details of all relief awards will be published on the Local Authority website.

We will also generally comply with requests for specific information from other regulatory and law enforcement bodies where this is necessary and appropriate. Your information is also analysed internally to help us improve our services. This data sharing is in accordance with our Information Use and Privacy Policy and covered in our full privacy statement on our website. It also forms part of our requirements in line with our Records Management Plan approved in terms of the Public Records (Scotland) Act 2011.

Your information will be shared with the Scottish Government for the purposes of analysis. This data-sharing is in accordance with our Information Use and Privacy Policy and covered in our full privacy statement on our website. It also forms part of our requirements in line with our Records Management Plan approved in terms of the Public Records (Scotland) Act 2011. The Scottish Government may also publish compiled lists of relief award recipients.

How long do we keep your information for?

We only keep your personal information for the minimum period amount of time necessary. Sometimes this time period is set out in the law, but in most cases it is based on the business need. We maintain a records retention and disposal schedule which sets out how long we hold different types of information for. You can view this on our website at www.northlanarkshire.gov.uk or you can request a hard copy from the contact address stated above.

Your rights under data protection law?

- **access to your information** – you have the right to request a copy of the personal information that we hold about you.
- **correcting your information** – we want to make sure that your personal information is accurate, complete and up to date. Therefore you may ask us to correct any personal information about you that you believe does not meet these standards.
- **Deletion of your information** – you have the right to ask us to delete personal information about you and where:
 - I. you think that we no longer need to hold the information for the purposes for which it was originally obtained
 - II. you have a genuine objection to our use of your personal information – see Objecting to how we may use your information below
 - III. our use of your personal information is contrary to law or our other legal obligations.

Objecting to how we may use your information

You have the right at any time to tell us to stop using your personal information for direct marketing purposes.

Restricting how we may use your information

In some cases, you may ask us to restrict how we use your personal information. This right might apply, for example, where we are checking the accuracy of personal information that we hold about you or we are assessing the objection you have made to our use of your information. This right might also apply if we no longer have a basis for using your personal information but you don't want us to delete the data. Where this right is realistically applied will mean that we may only use the relevant personal information with your consent, for legal claims or where there are other public interest grounds to do so.

Please contact us as stated above if you wish to exercise any of these rights.

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 Lanarkshire 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 web site at www.northlanarkshire.gov.uk or by email at DataProtection@northlan.gov.uk

Complaints

We aim to directly resolve all complaints about how we handle personal information. If your complaint is about how we have handled your personal information, you can contact the Council's Data Protection Officer by email at DataProtection@northlan.gov.uk.

However, you also have the right to lodge a complaint about data protection matters with the Information Commissioner's Office, who can be contacted by post at: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF. By phone on 0303 123 1113 (local rate) or 01625 545 745. Visit their website for more information at- <https://ico.org.uk/concerns>