## Transitional Relief Application Form
### Hospitality Sector and Offices

<table>
<thead>
<tr>
<th>Name</th>
<th>Reference Number</th>
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<table>
<thead>
<tr>
<th>Address</th>
<th>Property Number</th>
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<table>
<thead>
<tr>
<th>Postcode</th>
<th>Issue Date</th>
<th>Return By Date</th>
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### INFORMATION

The Non Domestic Rates (Transitional Relief) Amendment (Scotland) Regulations 2019 limits increases in the amount of Non Domestic Rates payable in 2019. This legislation is effective for one year from 1 April 2019 to 31 March 2020 and only effects the classes of property detailed in Section 2 overleaf.

The 2019/20 regulations require that an application is required to allow relief to be considered.

**Qualifying criteria**
Entitlement to relief under this transitional relief scheme is determined by a number of factors.

- the property must be used wholly or mainly for a purpose specified in Section 2 of this form at 1 April 2017 and still be so;
- the property must have been used wholly or mainly for a purpose specified in Section 2 of this form at 31 March 2017 or, if vacant at that date, must have last been used wholly or mainly in that way;
- the increase in the amount of the 2019-20 rates bill must exceed the amount paid in 2016-17 by the amount of 52.7%;
- With the exception of offices the rateable Value of the property must not exceed £1,500,000.

### SECTION 1: The property in respect of which you are applying for relief

**Business Rates Reference Number**
(this can be found on your rates bill)

<table>
<thead>
<tr>
<th>Address of Property</th>
<th>Postcode</th>
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Is the property occupied?  [ ] Yes  [ ] No

If “Yes”, describe the use of the property: (e.g. office, public house, restaurant etc.)

<table>
<thead>
<tr>
<th>Rateable Value for 2016/17</th>
<th>Rateable Value for 2019/20</th>
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SECTION 2: List of eligible properties
In terms of the Non Domestic Rating (Transitional Relief)(Scotland) Regulations 2017, relief may only be considered for designated properties (those listed below) and which are in use and wholly or mainly occupied for those purposes.

Please select from the list what your property is used for:

☐ Bed and breakfast accommodation ☐ Guest house, hotel and hostels
☐ Camping site ☐ Public house
☐ Caravan (as a non-domestic subject) ☐ Restaurant
☐ Caravan site ☐ Self-catering holiday accommodation
☐ Chalet and holiday hut ☐ Timeshare accommodation
☐ Offices (Aberdeenshire & Aberdeen City only where the property is in use as an office)

SECTION 3: State Aid
Any award of transitional relief must be considered as deminimis State Aid. Information on State Aid and the deminimis regulation can be found on the Scottish Government website:


The Council therefore needs to know if you are currently receiving (or have received) any form of deminimis State Aid (including transitional relief granted by other local authorities) in the past 3 years.

If any deminimis State Aid has been granted to your business over that period, please give details below

__________________________________________________________

If you have applied for transitional relief to any other Council in Scotland please confirm (✔) ☐

If “Yes”, which council(s) have you applied to: ______________________________

The State Aid deminimis limit is 200,000 Euros over a rolling 3-year period. If you have received up to or in excess of that figure, transitional relief cannot be considered.

SECTION 4: Declaration by Applicant
I confirm that the information provided by me on this form is both accurate and complete and I undertake to notify the Council immediately of any change in my circumstances which may affect my liability for Business Rates. I understand the Council may make whatever enquiries it considers necessary to verify the information provided by me on this form.

Signature ___________________________ Date ___________________________

Print Name ___________________________ Telephone No. ______________________

Email ___________________________ Mobile No ______________________

Information provided by you for the purpose of determining Business Rates liability, will be used and stored by Aberdeenshire Council in accordance with the General Data Protection Regulation (GDPR) and the Data Protection Act (DPA) 2018. Please refer to our Business Rates Privacy Notice for more information, which can be found at www.aberdeenshire.gov.uk/online/legal-notices/data-protection/service-specific-pivacy-notices/

Please return this form to: Aberdeenshire Council, PO Box 18533, Inverurie, AB51 5WX or by emailing it to business.rates@aberdeenshire.gov.uk

If you have any enquiries about this form or wish further information, please contact us using the above email address or by telephone on 01346 415824