

Application for Small Business Bonus Scheme

The Scheme reduces the rates burden for businesses with a single property and a rateable value of £18,000 or less as well as for businesses with two or more properties where the combined rateable value is £35,000 or less.

The level of relief for each business will depend on:

- (i) the combined rateable value of all properties in Scotland of which the business is in rateable occupation or (if vacant) which the business is entitled to occupy.
- (ii) whether or not each property is eligible for one of the existing rates relief schemes; and
- (iii) the level of other public sector assistance received by the business

If you think your business may qualify for relief please complete and return the application form

Revenues Unit
Civic Centre
Howden South Road
Livingston
West Lothian
EH54 6FF

If you need any help please contact us:

Telephone: 01506 282020

Email: BusinessRates@westlothian.gov.uk

Important: All sections of this form must be completed.

1. The Ratepayer and the Property

This application is being made for/ on behalf of:

For the property at:

Account Number:

a) Date you are claiming relief from: (go to 1b)

b) Do you own or lease the above property. Own (go to 2a) Lease (go to 1c)

c) Name of owner(s): (go to 1d)

d) Owner(s) contact address:

2. Other Properties

a) Do you have a Non Domestic Rates liability for any other property in Scotland.

Yes (go to 2b)

No (go to 3a)

b)

Address	Rates Reference	Rateable Value

Note: If the other properties are not in West Lothian, please provide details of any relief awarded, including type of relief and the amount of relief awarded. Please also provide a copy of your rates bill.

3. State Aid

a) Has your business received additional state aid de minimis totalling 200,000 euros (approx. £150,000) over a rolling three-year period. Yes (go to 3b) No (go to 4)

b) Please provide details:

4. Declaration

West Lothian Council is required by law to protect the public fund it administers. It will share information provided to it with other bodies responsible for administering public funds in order to prevent and detect fraud.

I declare that to the best of my knowledge the information given by me is true and correct. I understand that the council will make all necessary enquiries to confirm the details of this application and this will include a property inspection.

I agree to inform the council immediately of any change that may affect entitlement to relief. Failure to do this will result in any entitlement to relief being withdrawn retrospectively.

Signature:

Date:

Print Name:

Your status within the business:

Contact Address:

Telephone (Daytime):

Email Address:

If you have provided us with an email address we will send your bill to you electronically.