

# NON-DOMESTIC RATES APPLICATION FOR MANDATORY/DISCRETIONARY RELIEF

A separate application is required for each rateable property

Account Reference

Name & Contact Address of Organisation

Tel. No:

Email address:

## The Property

The address of the property for which you are claiming;

Address

Exact date you became liable for this property:

Are you the sole occupier of the property?

If no what percentage of the property do you occupy and for how many hours per week?

Please state the name and contact address of the other occupier(s)

If your organisation is a charity state your Scottish Charity Register number:

If the property is used as charity shop please state the percentage of donated goods on sale:

For what purpose are the premises used?

## Your Organisation

Please declare which of the following applies to you (tick applicable box):

Individual	Sole Trader	Private Limited Company (LTD)
Public Limited Company (PLC)	Limited Liability Partnership (LLP)	Charitable Organisation

Please give a brief description of the aims and objectives of your organisation:

Is your club, society or organisation conducted for profit? Yes/No

**In order to enable us to process your application you must enclose the following documents with your application:**

1. A copy of the Constitution or Articles and Memorandum of Association of your organisation
2. A copy of the latest set of audited accounts, (in the case of a new organisation, an estimate of the first year's income and expenditure).

### Declaration

I declare that to the best of my knowledge the information given is correct and complete. I authorise Dumfries & Galloway Council to make any enquiries to check the information. A full list of recipients of rates relief will be published nationally. Personal information will be removed.

I will advise the Council of any change in circumstances that may affect this application for Non-Domestic Rates Relief.

Please sign and date the form, and if signing on behalf of a business please state in what capacity you are signing e.g. Owner, Tenant, Director, Manager, Partner, Agent etc.

Name (Block capitals):

Capacity:

Signature: Date:

You can complete and return this form and the requested documents by email to [ndr@dumgal.gov.uk](mailto:ndr@dumgal.gov.uk) or by mail to Dumfries and Galloway Council, Communities Directorate, Local Taxation Team, PO Box 9089, Dumfries, DG1 9EB

The Data Controller of the personal information being collected and processed is Dumfries and Galloway Council. This privacy notice will inform you why we collect your personal data, how long we will keep your data, the intended processing of your data and any other information that will make the processing of your data fair, lawful and transparent. Should the Council intend to process your data for another reason, which is not specified in this notice, or for statutory functions; the Council will contact you to provide information.

Dumfries and Galloway Council Contact Details:

Address: Dumfries and Galloway Council, Council Headquarters, English Street, DG1 2DD

Email: [contact@dumgal.gov.uk](mailto:contact@dumgal.gov.uk)

Telephone: 0303 333 3000

Data Protection Officer's Contact Details:

Address: Data Protection Officer, Dumfries and Galloway Council, Council Headquarters, English Street, DG1 2DD

Email: [dataprotection@dumgal.gov.uk](mailto:dataprotection@dumgal.gov.uk)

Telephone: 01387 260315

Dumfries and Galloway Council are collecting your data to allow us to administer and collect Non-Domestic Rates.

The Council need to collect your name, your business name, your business address, your correspondence address and the name and address of any business partners you have.

The legal basis for collecting your data is that we have a legal obligation under the Local Government Finance Act 1992 to administer and collect Non-Domestic Rates. As the data we collect is a statutory requirement, if you do not provide your personal details your liability for Non-Domestic Rates may be incorrect.

Your information may be shared internally with other Council Departments, externally with other local authorities, externally with organisations responsible for auditing the Council, externally with Credit Reference Agencies, externally with the Department for Work and Pensions. We share this information to allow us to ensure your liability for Non-Domestic Rates is correct and to enable collection of the same. Your data will be stored in accordance with Non-Domestic Rates recovery procedures, and for a minimum of 7 years. To keep your data secure, it will be held on a password-protected network; with access restricted to staff that have a business need to access your data.

You have the:

- Right to be informed
- Right to access
- Right not to be subject to automated individual decision-making, including profiling
- Right to object or restrict processing
- Right to data portability
- Rights to correction and deletion

You have a responsibility to contact Dumfries and Galloway Council to update your information if it changes.

Should you wish to lodge a complaint, provided are the details of the supervisory authority; the Information Commissioner's Office (ICO):

Address: Information Commissioner's Officer, Wycliffe House, Water Lane, Wilmslow, Cheshire

Telephone: 0303 123 1113