

Non Domestic Rates Day Nursery Relief Application

Account Reference:

Name & Contact Address of Liable Person

Tel. No:

Email address:

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

The Property

The address of the property for which you are claiming;

Address

Subsidy Rules under the EU-UK Trade and Cooperation Agreement (TCA)

The amount of relief you can receive from public sector bodies is capped. This amount is set out in the EU-UK Trade and Cooperation Agreement (TCA). More information on this is available on the Scottish Government website www.gov.scot

Have you (i.e. your business/es) received public sector assistance over the last 3 years* that in total would exceed €325,000, or would you expect to exceed that threshold if this relief were granted to you? (*current and previous two accounting years of your business/es)

Yes

No

If Yes give details below

Declaration

Please read this declaration carefully before you sign and date it.
I am, or 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 the Council will reclaim any incorrectly awarded Non-Domestic Rates Relief.
I claim the above relief from non-domestic rates liability

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. or by mail to Dumfries and Galloway Council, Communities Directorate, Local Taxation Team, PO Box 9089, Dumfries, DG1 9EB

For enquiries please telephone 01387 260085 or email ndr@dumgal.gov.uk

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

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

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