



**Moray Council  
TAXATION SERVICES  
Non Domestic Rates  
2023 Reverse Vending Machine Relief – Application Form**

Name.....  
 Address.....  
 .....  
 .....  
 .....  
 Postcode.....

**Office use Only**

Account Reference.....  
 Date of Issue.....  
 Please return by.....

**Introduction**

The Non Domestic Rates (Reverse Vending Machine Relief) (Scotland) Regulations 2020 reduces the amount of rates payable by 100% for a site used wholly or mainly for provision of a reverse vending machine.

**Qualification**

- An award of Reverse Vending Machine Relief may be made if the following conditions are met:
- the machine is a mechanical device which is designed to receive, identify and process used relevant containers and
  - it provides a means for refund of the deposit paid on a used relevant container received by the mechanical device

**Completion Instructions**

If you want to apply for this relief, please complete this form in **BLOCK CAPITALS** and **black ink**.  
**Parts 1 to 4** should be filled in by the **ratepayer** (as named on the bill).  
 A **separate** application must be made for each property  
 For further information or help in completing this form please telephone **(01343) 563456**.  
**Any information given will be treated in the strictest confidence.**

**Part 1: Ratepayer Details**

Ratepayer's Name .....

Correspondence Address .....

.....  
 .....  
 .....Postcode.....

Ratepayer's Status (please '✓' the appropriate box)

Charity (see note overleaf)	<input type="checkbox"/>	Individual	<input type="checkbox"/>
Limited Liability Partnership	<input type="checkbox"/>	Partnership	<input type="checkbox"/>
Private Limited Company	<input type="checkbox"/>	Public Limited Company (see note overleaf)	<input type="checkbox"/>
Sole Trader	<input type="checkbox"/>		
Other (please state)	<input style="width: 100%;" type="text"/>		

If the ratepayer is a Public Limited Company or Charity, please provide the information overleaf:

Public Limited Company: State your Companies House Registration Number	
Charity: State your Charity Registration Number	

### Part 2: Property Details

Property Address .....

.....

Postcode.....Rateable Value.....

Property Reference ..... Account Reference .....

### Part 3: Property Usage

Is the main intended purpose of the mechanical device situated in the property to process used relevant containers

YES  NO

If **No** what other service does the mechanical device provide?.....

.....

### Part 4: Declaration

I declare that

- I am authorised to make this application and that the information submitted in it is true and correct.
- I authorise the Council to make any necessary enquiries to check its content, including cross checking details with other Council Services and external Organisations.
- I undertake to inform you of any change in circumstances as soon as it occurs.
- I understand that if I give information that is incorrect or incomplete or fail to report changes in circumstances, I may incur a penalty and/or be prosecuted.
- I have read and understand the Non-Domestic Rates Privacy Notice, which may be found at <http://www.moray.gov.uk/downloads/file123143.pdf>

Signature ..... Date .....

Print Name ..... Telephone .....

Email ..... Mobile .....

Moray Council is the data controller for this process. The information provided by you for the purposes of determining Non Domestic Rates liability will be stored by us in accordance with the General Data Protection Regulation (GDPR) and the Data Protection Act (DPA) 2018. The information that we hold must be accurate, up to date, and kept only for as long as necessary. It is shared only where we are legally obliged to do so. You may refer to our published Non Domestic Rates Privacy Notice for more information. It can be found at <http://www.moray.gov.uk/downloads/file123143.pdf>.

Please return this form to: **Moray Council, Taxation Services, High Street, Elgin, IV30 1BX.**

If you require any further information regarding this form, please contact us by:  
Telephone: **01343 563456** Email: [ratesforms@moray.gov.uk](mailto:ratesforms@moray.gov.uk) Visit our website: [www.moray.gov.uk](http://www.moray.gov.uk)