



**MORAY COUNCIL
TAXATION SERVICES
Non Domestic Rates**

Retail, Hospitality, Leisure and Aviation Relief 2021-22

Name.....
 Address.....

 Postcode.....

Office use Only

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

Introduction

Retail, Hospitality Leisure and Aviation Relief is available to businesses which use properties in a class appearing in the list of Specified Purposes published by Scottish Government.

An award of 100% of the net rates payable in 2021-22 may be made to qualifying ratepayers.

Any decisions made regarding your application for relief will be made in accordance with the Non-Domestic Rates (Coronavirus Reliefs) (Scotland) Regulations 2021.

Qualification

An award of Retail, Hospitality, Leisure and Aviation Relief may be made if the following conditions are met:

- the ratepayer must be in rateable occupation;
- the ratepayer's property must fall within one of the classes of Specified Purposes stated in Schedule 1 to the 2021 regulations (**Note** – the list of classes of Specified Purposes may be found at <http://www.moray.gov.uk/downloads/file136149.pdf>); and
- an application for relief is submitted to the local authority (**Note**: a similar relief was awarded automatically in 2020-21, but the new regulations require an application to be made).

Completion Instructions

If you want to apply for this relief, please complete this form in BLOCK CAPITALS and **black ink**.

Parts 1 to 3 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

Ratepayer's Status (please '✓' the applicable box)			
Individual		Private Limited Company	
Sole Trader		Public Limited Company	
Partnership		Limited Liability Partnership	
Charity		Other	

Correspondence Address

.....

..... Postcode.....

Part 2: Property Details

Property Address

.....

.....

..... Postcode.....

Property Reference Account Reference

Please identify which class in the Specified Purposes stated in Schedule 1 of the 2021 regulations (which can be accessed on our website at <http://www.moray.gov.uk/downloads/file136149.pdf>) best describes the activities which take place at this property.

Please state the class here:

Did the property receive an award of Retail, Hospitality Leisure and Aviation Relief in the financial year 2020-21? (please '✓' the appropriate box) **YES** **NO**

Please confirm the property is not currently vacant (please '✓' the appropriate box) **YES** **NO**
(Note: vacant properties do not include premises which are temporarily not in use due to lockdown restrictions).

Part 3: Declaration

I declare that the information on this application is true and correct. I authorise the Council to make any necessary enquiries to check the information given on this application, 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 be prosecuted.

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 have any questions about this form or any aspect of Non Domestic Rates, please contact us:
Telephone: **01343 563456** Email: **ndr-enq@moray.gov.uk** Website: www.moray.gov.uk