



Moray Council
TAXATION SERVICES
Non Domestic Rates
2023 Small Business Bill Cap - Application Form

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

 Postcode.....

Office use Only

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

Introduction

The Small Business Bill Cap Scheme limits to £600 the increase in the amount of rates payable by ratepayers who no longer have an entitlement to the Small Business Bonus Scheme or to Rural Relief.

Qualification

A property will have the increase in its 2023 non-domestic rates bill capped at a maximum of £600 by the Small Business Bill Cap if:

- it met the qualifying criterion for the General Revaluation Transitional Relief Scheme; *and*
- it was entitled at 31 March 2023 to Small Business Bonus Scheme relief (SBBS); *or*
- it was entitled at 31 March 2023 to Mandatory or Discretionary Rural Relief; *and*
- entitlement to the qualifying relief ended on 1 April 2023 due to a 2023 revaluation increase in the property's 1 April 2023 rateable value; *or*
- it was excluded from the Small Business Bonus Scheme from 1 April 2023 due to changes in legislation limiting access to this scheme.

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).
 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 over)	<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 over)	<input type="checkbox"/>

Sole Trader

Other (please state)

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

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

Part 2: Property Details

Property Reference Account Reference

Property Address

.....Postcode

2022 Rateable Value 2023 Rateable Value.....

2022 Rates Payable 2023 Rates Payable.....

Part 3: 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 Visit our website: www.moray.gov.uk