

Part 3: Property Use

Exact date the organisation started using this property.....

What is the property used for.....

Which relief do you wish to apply for (please '✓' the appropriate box)

Mandatory Discretionary Mandatory & Discretionary

Is the property occupied by an organisation which is registered with the Office of the Scottish Charity Regulator (please '✓' the appropriate box)? Yes No

(If "YES" please enclose a copy of the Registration Document showing the SC Registration Number along with a copy of the Constitution or Memorandum and Articles of Association and a copy of the latest set of audited or examined accounts)

Is the property occupied by a non-profit making organisation, which is not a registered charity (please '✓' the appropriate box)? Yes No

(Please forward a copy of the Constitution or Memorandum and Articles of Association and a copy of the latest set of audited or examined accounts)

If used as a **charity shop**:

(1) are the goods on sale mainly donated (please '✓' the appropriate box) Yes No

(2) what percentage of your stock is purchased **new** each year for resale?.....%

(3) provide details of the new stock you sell.....

.....

.....

.....

(4) Are all proceeds given to charity (please '✓' the appropriate box)? Yes No

Part 4: 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, Revenues Section, High Street, Elgin, IV30 1BX.**

If you wish further information regarding this form or any other Non Domestic Rates query, please contact us:

Telephone: **01343 563456** Email: ndr-enq@moray.gov.uk Website: www.moray.gov.uk