



**Moray Council
TAXATION SERVICES
Non Domestic Rates
Statutory Exemption Application Form**

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

Office use Only
Account Reference.....
Date of Issue.....
Please return by.....

Introduction

A property which is used by religious body for worship may be exempt from payment of rates.

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).

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 below)	☐	Individual	☐
Limited Liability Partnership	☐	Partnership	☐
Private Limited Company	☐	Public Limited Company (see note below)	☐
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: Ratepayer's Property

Property Address.....
.....Postcode.....
Property ReferenceAccount Reference

Part 3: Property Details

An award of Statutory Relief may be made if the property is used as:

- | | | |
|---|------------------------------|-----------------------------|
| (a) a building occupied by a religious body and used for religious worship? | YES ☐ | NO ☐ |
| (b) a church/chapel hall or similar premises used by a religious body? | YES ☐ | NO ☐ |
| (c) any premises occupied by a religious body and used by it | | |
| (i) as an office or for the purposes ancillary to office use? | YES ☐ | NO ☐ |
| (ii) for carrying out administrative or other activities relating to the organisation for the conduct of religious worship? | YES ☐ | NO ☐ |

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** Contact: moray.gov.uk/NDRenquiry Website: www.moray.gov.uk