

TO BE RETURNED TO:
 Perth & Kinross Council
 Local Taxes
 PO Box 7300
 PERTH
 PH1 5WH
 Tel:(01738) 477430
 (Mon-Fri 8.45am to 5.00pm)
 Email:localtaxes@pkc.gov.uk



**Non Domestic Rates
 Property Exemption Form**

SECTION A - ABOUT THE SUBJECT FOR WHICH YOU ARE CLAIMING (INCLUDING CONTACT DETAILS)

Name and Address of Organisation claiming relief:		Daytime Telephone Number: <input style="width: 90%;" type="text"/>
E-mail address:	<input style="width: 100%;" type="text"/>	
Address of premises for which relief is being claimed:		Description of premises for which relief is being claimed: <input style="width: 90%;" type="text"/>
		Rateable Value of Premises: (refer to bill) <input style="width: 90%;" type="text"/>
		Account Number:(refer to bill) <input style="width: 90%;" type="text"/>
		Property Reference: (refer to bill) <input style="width: 90%;" type="text"/>
Name and Address of person making the application:		

SECTION B - PREMISES DETAILS (to be completed in all cases)

1. Date the premises became unoccupied:

2. Have all the moveable fixtures and fittings been removed from the premises?

a. If yes, - please confirm the date this took effect

b. If no, please supply details of the moveable fixtures and fittings that remain

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SECTION C - INDUSTRIAL PREMISES

1. When last occupied/used, was the premises used for one of the following purposes:

- manufacturing, repair or adaptation of goods or materials
- storage of such goods
- work or processing of such goods
- generation of electricity
- other

If yes, - please confirm which one

If other, please supply details

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2. When last occupied/used, were goods or services paid for on the premises?

3. Were there any payment(s) of cash/credit made on the premises?

If yes to either 2 and/or 3, please supply details

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PLEASE COMPLETE SECTIONS OVERLEAF.

SECTION D - OTHER TYPES OF PREMISES

Please answer the following questions:

1. Is the property a Listed Building, per the Town & County Planning (Scotland) Act 1972? YES/NO

2. Is the person, entitled to possession of the property, one of the following:
(if yes, please tick relevant option)

- a. A trustee under a Trust Deed for Creditors
- b. A Trustee under an award of sequestration
- c. The executor of a deceased person
- d. Liquidator under the Insolvency Acts

Where you have ticked a box, please supply details of the situation and any relevant information

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3. Are the premises unoccupied due to the company being wound up in terms of the Insolvency Acts? YES/NO

If you have answered yes to question 3, please provide details of the insolvency practitioner below and enclose any documentation in support of this.

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4. Are the premises unoccupied and do the companies or limited liability partnerships, who own the property, remain subject to an administration order under the Insolvency Acts? YES/NO

If you have answered yes to question 4, please provide details below of the order and enclose any documentation in support of this.

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SECTION E - DECLARATION (please read this carefully before you sign and date it)

I / We certify that the information supplied is accurate.

I / We understand that to deliberately provide false information for monetary advantage is a criminal offence and that legal action may be taken should false information be given.

I / We understand that there may be a requirement to complete a review application form.

Name (Block Capitals):

Signature:

Date:

ADDITIONAL INFORMATION

Each financial year, any awards of exemption and relief are subject to a formal review process. During this process, review forms will be issued and required to be completed by the responsible party of the related property in order that any changes to the circumstances can be made and the Local Authority's Finance records may be kept up to date.

Any changes to the property circumstances should be reported, in writing, at the time of change to: The Local Taxes Team, Perth & Kinross Council, 35 Kinnoull Street, Perth, PH1 5GD. Alternatively, you may wish to notify us by e-mail at: localtaxes@pkc.gov.uk. Please quote the full property address and Non Domestic Rates Reference Number/Property Reference Number detailed on the documentation previously issued.

DATA PROTECTION

Any information you have provided will be used for the billing and collection of local taxes and the recovery of any unpaid debts due to the Council. Disclosures to third parties will only be made to agents employed by Perth & Kinross Council to recover unpaid debts and to those organisations with a legal right of access, e.g. HMRC. This authority is under a duty to protect the public funds it administers, and to this end may use the information you have provided for the prevention and detection of fraud therefore it may also share this information with other bodies for these purposes, e.g. Audit Scotland.

In terms of The Data Protection Act 1998, you are entitled to know what information Perth & Kinross Council hold about you, on payment of a fee of £10. Application should be made to the Data Protection Officer, Blackfriars Development Centre, North Port, Perth, PH1 5LU. Phone 01738 477933 or email dataprotection@pkc.gov.uk

For Official Use Only

Date Processed:
Actioned By:

Authorised by Supervisor:
Relevant Checks Satisfied: