

Description:	
Rateable Value:	

Ref:	
Enquiry Source:	
Date of Issue:	

THE HIGHLAND COUNCIL

Rating (Disabled Persons) Act 1978

Application for Relief of Non-Domestic Rates

Please refer to notes on last page when completing the form.

**Information or guidance, if required,
may be obtained by telephoning 01463 702984, Non-Domestic Rates Section.**

**Ensure that the declaration has been signed before returning the form
and the appropriate documents are enclosed.**

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RETURN FORM TO:
Non Domestic Rates
The Highland Council
PO Box 5650
INVERNESS
IV3 5YX

SECTION A

Information relative to ratepayers

1 Name of organisation claiming relief.....

2 Address of subjects on which relief is claimed

.....
.....

3 Communication address (if different from above)

.....
.....

4 Property Ref. No Account No.....

5 Date of occupation

SECTION B

Information regarding purposes for which the premises are used

Are the premises used for any of the following:

- 1 The provision of residential accommodation for the care of persons suffering from illness? *(See Note 3)* YES/NO 5(2)(a)
- 2 The provision of residential accommodation for the aftercare of persons who have been suffering from illness? YES/NO 5(2)(a)
- 3 The provision of residential accommodation for the aftercare of disabled persons? *(see Note 3)* YES/NO 5(2)(c)
- 4 The provision of residential accommodation for the care of disabled persons? YES/NO 5(2)(c)
- 5 The provision of facilities for training, or keeping suitably occupied, persons suffering from illness or persons who have been suffering from illness? YES/NO 5(2)(b)
- 6 The provision of facilities for training, or keeping suitably occupied, disabled persons? YES/NO 5(2)(c)
- 7 The provision of welfare services for disabled persons? YES/NO 5(2)(d)
(Note: If the answer to question 7 is YES, please give details of the type(s) of welfare services provided)

.....
.....

8 The provision for disabled persons of facilities for employment or work on their own account in terms of Section 15 of the Disabled Persons (Employment) Act 1944? *(see Note 4)* YES/NO

9 The provision of sheltered employment (being a workshop or other facilities) by a Local Authority in terms of Section 3(1) of the Disabled Persons (Employment) Act 1958? *(see Note 5)* YES/NO

10 Please use the following lines to indicate any ancillary or other purposes for which the premises are used, other than those mentioned in 1 to 9.

.....
.....

11 Please expand further on the major purposes for which the premises are used, clarifying the disability/illness suffered by the users of the building.

.....
.....

12 Please give the address and telephone numbers of persons to contact should the Council wish further explanation of any entry on the form or wish to arrange to visit/inspect the subjects.

Contact for further information

Contact for visit

Name _____

Name _____

Address _____

Address _____

Tel No _____

Tel No _____

13 **PLEASE ENCLOSE A PLAN OR DIAGRAM OF THE LAYOUT OF EACH FLOOR INDICATING AGAINST EACH ROOM OR SECTION THE USE TO WHICH IT IS PUT. HANDWRITTEN PLANS/DIAGRAMS WILL BE ACCEPTED ALTHOUGH, IF ARCHITECT'S DRAWINGS ARE IN YOUR POSSESSION, A COPY OF THESE SUITABLY MARKED UP WILL BE HELPFUL.**

14 **PLEASE ENCLOSE A COPY OF THE PROPERTY'S CERTIFICATE OF REGISTRATION WITH SOCIAL CARE AND SOCIAL WORK IMPROVEMENT SCOTLAND.**

SECTION C

Applicant's declaration

I declare that the information given is true and correct to the best of my knowledge and consent to the Council making such enquiries as may be necessary in confirmation.

A privacy notice explaining how The Highland Council manages your information for the purpose of collecting non domestic rates and administering rates reliefs is detailed here:

www.highland.gov.uk/privacy-Non_domestic_rates_payments Please tick this box to confirm that you have read the privacy notice.

I undertake to notify the Council immediately if circumstances change to the extent that answers herein are no longer valid or if the rateable value of the premises is changed or if the number of registered beds is changed.

Signed for or on behalf of the organisation

Position within the organisation

Address

.....

Telephone Number Date

Email Address

In addition to periodic review of entitlement applicants/beneficiaries are asked to notify the Council of any changes likely to affect relief. The declaration incorporates an undertaking to this effect and applicants are warned that retrospective withdrawal or relief is possible if investigation reveals that relief has continued in circumstances

outwith the Council's qualifying criteria.

FOR OFFICE USE

Examined by:		Adj. Previous Year:	
Decision:		Adj. Current Year:	
Effective Date:		Ent. on Records:	

Explanatory Notes

- 1 The applicant must be shown in the Council's Assessment Roll to be the rateable occupier.
- 2 To qualify for relief, lands and heritages must be occupied by a local Authority or other body and 50% or more of the floor area must be used wholly for one or more of the purposes specified or partly for one or more of those purposes and partly for purposes ancillary thereto.
- 3 The word "care" in questions 1 and 3 of SECTION B does not include the provision of medical, surgical or dental treatment and if the premises are mainly used for such a purpose then the answer to these questions should be "NO".
- 4 Section 15(1) of the Disabled Persons (Employment) Act 1944 states:

"Facilities may be provided as specified in this Section for enabling persons registered as handicapped by disablement who may by reason of the nature or severity of their disablement are unlikely either at any time or until after the lapse of a prolonged period to be able otherwise to obtain employment, or to undertake work on their own account (whether because employment or such work would not be available to them or because they would be unlikely to be able to complete therein on terms comparable as respects earnings and security with those enjoyed by persons engaged therein who are not subject to disablement), to obtain employment or to undertake such work under special conditions, and for the training of such persons for the employment or work in question".
- 5 Section 3(1) of the Disabled Persons (Employment) Act 1958 states:

"A Local Authority shall have power under this Section to make arrangements for the provision of facilities for any of the purposes mentioned in Sub-Section (1) of Section 15 of the principal Act (which relates to the provision for registered persons who are seriously disabled of employment or work); and in relation to persons ordinarily resident in the area of a Local Authority, the authority shall, to such extent as the Minister of Labour and National Service may direct, be under a duty to exercise their powers under this Sub-Section".
- 6 Relief granted under this Act is considered as a reduction of rates liability for the purposes of calculating relief under Section 1 of the Local Government (Financial Provisions, etc) (Scotland) Act 1962.
- 7 **Please also enclose a copy of the Constitution or Articles of Association of your organisation where appropriate.**
- 8 If you fail to provide a completed application form and where applicable supporting information within 28 days, the Council will consider that you no longer wish to apply.