



**FRESH START RELIEF SCHEME  
THE HIGHLAND COUNCIL – APPLICATION FORM**

**FULL PROPERTY ADDRESS:**

**REFERENCE NUMBER (FROM BILL):**

**RATEABLE VALUE OF PROPERTY:**

**LAST USE OF PROPERTY (please supply evidence if necessary):**

**PLEASE ADVISE THE DATE THE PROPERTY BECAME OCCUPIED AND SPECIFY WHAT THE PROPERTY IS BEING USED FOR:**

**EVIDENCE REQUIRED IN SUPPORT OF YOUR APPLICATION:**

**For example:**

- **Utility bills for the property from the date the property became occupied (showing your name)**
- **Stock itinerary/ stock count (for stock moved into the property)**
- **Removal details (transport, packing etc. for furnishings/ equipment moved in)**

Fresh Start Relief offers 100% rates reduction for a period up to 12 months and may be applied if all of the following circumstances are met for the property:

- The property has previously been in receipt of empty property relief for a continuous period of at least 6 months immediately prior to this occupation; and
- The property has a rateable value of under £100,000 (under £95,000 prior to 1.4.23) and
- Is not occupied by a payday lender
- An application for relief must be made and relief cannot be backdated ie. an application must be made in-year and relief provided from 1 April (or later as applicable) of that financial year.

Please be aware that for the period that Fresh Start is awarded, no other relief can apply.

**The rateable value of your property can be found on your rates bill or by using the "search for a rateable value" facility at [www.saa.gov.uk](http://www.saa.gov.uk)**

### **CHANGE IN CIRCUMSTANCES:**

**IT IS YOUR DUTY TO INFORM THE HIGHLAND COUNCIL OF ANY CHANGE IN CIRCUMSTANCES WHICH MAY AFFECT YOUR ELIGIBILITY FOR THE SCHEME**

<p>Help us to help you. Please enter your daytime telephone number. This will allow us to contact you without delay if further information is required.</p> <p><b>Phone:</b></p>	
<p>Please provide us with a contact name in your Organisation.</p>	<p>Name:</p> <p>Email:</p> <p>Designation:</p>

### **DECLARATION**

**I DECLARE THAT:** I declare that the information I have given on this form is correct and complete. I understand that if I give information that is wrong or not complete or fail to report a change, which may affect my relief, I may be prosecuted.

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](http://www.highland.gov.uk/privacy-Non_domestic_rates_payments) Please

tick this box to confirm that you have read the privacy notice.

<b>APPLICANT'S FULL NAME:</b>
<b>POSITION HELD:</b>
<b>DATE:</b>

**IMPORTANT:** Before posting this form to Non Domestic Rates, The Highland Council, PO Box 5650, Inverness, IV3 5YX please check the following:-

- **Have you included all requested documentation (if applicable)?**
- **Have you read, fully understood and signed the declaration above?**

If you need assistance or additional information please contact the Non Domestic Rates Team by telephoning 01463 702984 or by emailing [nondomesticrates@highland.gov.uk](mailto:nondomesticrates@highland.gov.uk). To protect security of your data, please do **NOT** send personal data to this email address.