

## Scottish 2012-13 Business Rates Deferral Scheme – Model Application form

**Local forms may also be available, please check with the Non-Domestic/ Business Rates team at your Council before completion of this generic form**

Once completed, please return to your Council.

Under the Scottish non-domestic (business) rate deferral scheme you have the option to request to defer a portion of the **increase** in your business rates from your 2012-13 bill. The deferred amount will be calculated as 3.2% of your 2012-13 bill.

If you do **not** wish to defer payment you need take no action and should continue to pay your bill as normal.

**If you wish to defer payment please complete this form and return it to the non-domestic/ business rates team at your local Council.**

The Council address and contact details can be found on your rates bill or at - <http://www.scotland.gov.uk/Topics/Government/local-government/17999/11199/contact#a1>

Depending on when you apply, your Council may reissue your 2012-13 bill showing deferred amounts and decreased payments. Your bills for the next 2 years (2013-14 and 2014-15) will be adjusted to reflect the deferred amount.

By signing this form you are agreeing to the statement below and will re-pay the deferred amount split 50%/50% over the next 2 financial years (2013-14 and 2014-15). The deferred amount will be detailed on bills for these 2 years.

**Please note** - if you are in receipt of 100% rates relief, for example through the Small Business Bonus Scheme, you won't have any billed amount available to defer.

**Business rates deferral 2012-13 - declaration and application**

As/ on behalf of the ratepayer I wish to apply to defer payment of 3.2% of 2012-13 business rates bill into 2013-14 and 2014-15.  
By doing so I confirm that I am the owner/occupier/company secretary of the above business and have authority to agree business rate deferment as outlined above.  
If the ratepayer defaults on payment of rates and receives a final notice during these years I acknowledge and accept that it will be liable immediately to pay the entire amount outstanding, including any deferred amounts.

Local Council name.....  
Council address.....  
.....

Business name.....

Business address.....  
.....  
.....

Business postcode.....

Reference/ account number (from rates bill).....

Signature .....,  
Name (in capitals).....  
Position.....

Phone number.....  
Mobile number.....

Email address.....

Date.....

I wish deferral to apply to **all** properties occupied by the business **YES/ NO**  
For multiple properties within a single Council area please supply a list of all addresses (and billing references) separately.

If you have properties in more than one Council area you will need to apply to each separately.

**Please return this form to the business rates team in your local Council**