



Name .....
Address .....
.....
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..... Post Code .....

Reference Number .....
Property Number.....
Issue Date .....
Return by .....

## **Business Rates Small Business Bonus Scheme**

The Small Business Bonus Scheme provides relief to businesses with properties in Scotland of which the combined rateable value is £18,000 or less.

\*In addition where the cumulative rateable value of business properties falls between £18,000 and £25,000, the scheme will offer 25% relief to individual properties with a rateable value of £18,000 or under.

Combined Rateable Value for all properties in Scotland	2010/11 Relief Percentage
Up to £10,000	100%
£10,001 to £12,000	50%
£12,001 to £18,000	25%
*Upper limit for Cumulative Rateable Value £25,000	25%

Relief percentages and rateable value thresholds for 2008/09 and 2009/10 are different from 2010/11. Details of these can be found by contacting a member of the Business Rates Team or by visiting our website [www.aberdeenshire.gov.uk/rates/bonus\\_scheme.asp](http://www.aberdeenshire.gov.uk/rates/bonus_scheme.asp)

To apply for a reduction under this scheme, please complete all sections overleaf, (using black ink), provide evidence where required and return your completed form to:

**Aberdeenshire Council  
Business Rates Section  
PO Box 18533  
Inverurie  
AB51 5WX**

Should you require help in completing this form, or require further information on any Business Rates matter, please contact a member of the Business Rates Team:

**In Person (by visiting): Grampian House, 88 Commerce Street, Fraserburgh**

**By Telephone: 01346 519622**

**By Fax: 01346 510475**

**By e-mail: [business.rates@aberdeenshire.gov.uk](mailto:business.rates@aberdeenshire.gov.uk)**

**Or alternatively visit our website at**

**[www.aberdeenshire.gov.uk](http://www.aberdeenshire.gov.uk)**

**1) Business Rates premises on which relief is being applied for:**

Premises Address -
Company Trading Name & Correspondence Address (If different from that shown overleaf)

**2) Do you have any other Business Rates premises in Aberdeenshire? Yes/No  
If yes, please detail all properties below:**

Reference Number	Rateable Value	Premises Address

**3) Do you have any other Business Rates premises out-with Aberdeenshire? Yes/No  
If yes, please detail these below and enclose a copy of your most recent rates bill for each one.**

Reference Number	Rateable Value	Premises Address

**4) Have you (i.e. your business) received any public sector assistance through the State Aid Scheme over the last 3 years? Yes/No  
If yes, please provide details**

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**DECLARATION OF APPLICANT**

I declare that the information given on this form is correct and complete to the best of my knowledge and undertake to advise the council of any change of circumstances which may affect entitlement to any relief which may be granted. I also authorise Aberdeenshire Council to make any necessary enquiries to verify the information provided by me on this form.

Signature..... Date.....

Print Name..... Telephone No.....

Email..... Mobile Telephone Number.....

Any information you provide will be used and retained on computer by Aberdeenshire Council, for the purpose of the Administration, Collection and Recovery of Business Rates. It may also be shared with other public bodies and organisations, for example, HM Revenues & Customs, other Local Authorities, Scottish Water etc in accordance with the Data Protection Act 1998 and Aberdeenshire Council's entry on the Data Protection Register.