



Property No .....

Name .....  
Address .....  
.....  
.....  
..... Postcode .....

Reference Number .....  
Issue Date .....  
Return By Date .....

# Business Rates

## Application for Discretionary Relief

### For Your Information

Discretionary Relief may be awarded if the premises are occupied for the purposes of a club, society or other organisation not established or conducted for profit, and which are wholly or mainly used for the purposes of recreation.

Any decisions made regarding your application will be in accordance with the Non Domestic Rates Local Government (Financial Provisions etc) (Scotland) Act 1962

Please ensure that **all** of the following questions are answered.

Name and address of organisation/club claiming relief.....  
.....  
.....  
.....

Address of property for which relief is claimed.....  
.....  
.....  
.....

Is the property occupied by a non-profit making organisation/club?..... YES / NO  
Please give detailed description of the use of the organisation/club.....  
.....  
.....

How many members are there in the club? (please specify the type of member and numbers).....  
.....

Is the membership of the club open to all sections of the general public?..... YES / NO

Are there any restrictions to any type of membership?.....YES / NO

If yes, please specify.....

Please provide details of current admission fees and ongoing annual subscriptions.....

Is there a waiting list of any category to join the club?.....YES / NO

Are any groups or sections of society actively encouraged to join?.....YES / NO

Are any of the premises offered to other clubs or schools for public sessions?.....YES / NO

Does any letting of the premises take place?.....YES / NO

Is training or coaching given to young people in sports/skills?.....YES / NO

How is the club funded (grants, self help, donations etc)?.....YES / NO

Does any member of the club, apart from an official or committee member, receive payment or expenses for his/her services to the club?.....YES / NO

Do you have any other properties for which you are claiming this type of relief?.....YES / NO

If yes, please list properties.....

Please use this space for additional information.....

Are you registered as a Community Amateur Sports Club?.....YES / NO

If yes, on which date were you registered?.....

**Please forward a copy of the Constitution or Articles of Memorandum and Association of the organisation/club claiming relief and a copy of the latest set of audited accounts.**

**DECLARATION BY APPLICANT**

I declare that the information I have given on this form is correct and complete to the best of my knowledge. I will undertake to inform the Council of any change in our circumstances as soon as the change occurs. I authorise the Council to make any necessary enquiries to verify the information given on this form.

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

Print name ..... Telephone No. ....

Email ..... Mobile Telephone No. ....

**Any information you provide will be used and retained on computer by this Authority, and will be shared with other government bodies, in accordance with the Data Protection Act 1998.**

**Please return this form to your Business Rates Office:**

Grampian House, 88 Commerce Street, Fraserburgh, AB43 9LP

Telephone: 01346 519512

Email: business.rates@aberdeenshire.gov.uk