



Executive Director of Finance
Martin Booth
BA CPFA MBA

If Visiting:-
45 John Street
Glasgow
G1 1JE

Office Opening Hours:-
Monday to Friday 9.00am - 5.00pm

Email: ndr@fs.glasgow.gov.uk

Website Address: www.glasgow.gov.uk/ndr

Telephone Number:- 0141-287-7333

Phone enquiries: Monday to Friday 9.00am - 4.30pm

Phone payments: Monday to Friday 9.00am - 5.00pm

Postal Address:-
Financial Services
PO Box 36
Glasgow
G1 1JE

Discretionary relief of Rates in terms of Section 4(5) of the Local Government (Financial Provisions Etc.) Act 1962.

Application for Discretionary Relief of Rates – licensed organisations

Ratepayer Name _____

Full Property Address _____

Reference Number (From bill) _____

Contact Name _____

Contact Address _____

Contact Phone Number _____

Relief is available for licensed organisations. The calculation of this must take into account the turnover generated for trading activities relating to Bar, Food, Tobacco and Gaming machines for the financial year 2002/2003, or the first full year thereafter.

To apply for Relief, complete the declaration of turnover overleaf and return to the address noted overleaf.

Please enclose a copy of your latest audited accounts along with a copy of the organisation's constitution and rules.

The Council is under an obligation to manage public funds properly. Accordingly information that you provide will be used to ensure all sums due to the Council are paid timeously. The information may also be used to prevent and detect fraud. It is also possible that this information may be shared for the same purposes with public bodies, including neighbouring Councils or other organisations which handle public funds.

We aim to respond to enquiries within 20 days. Please allow us this time to update our records
Visit our website to sign up for e-billing, manage your account or check your balance: www.glasgow.gov.uk/ndr

You must tell us of any changes that may affect your bill. Help us keep your bill right by telling us straight away.

Glasgow City Council will never telephone you asking for your bank details to refund your Business Rates

Log on to www.glasgow.gov.uk/privacy to find out how we will use your information

DECLARATION OF TURNOVER

1. I enclose in respect of the "Subject Address" property noted overleaf:

A Audited accounts in respect of the organisation's financial year ending in the calendar year
OR

If the organisation was not in existence in , or the turnover did not represent a full trading year,
the first full year's set of accounts after

Please state year of accounts submitted _____

B A copy of the organisation's constitution and rules.

2. I certify that the following figures of gross turnover (excluding VAT) extracted from the above
accounts are correct:

Bar : _____ Food : _____
Tobacco : _____ Gaming Machines : _____

N.B. All sales included in the above headings must be shown including snacks, crisps etc. together with
the gross receipts from all gaming machines, pool and snooker tables etc.

If the figures relate to a year later than they will be adjusted to that year's level using the Retail Price
Index.

If the organisation's catering is franchised and you are unable to supply these figures, please state the
name and address of the franchise holder(s) for the year of accounts submitted.

Name : _____ Name : _____
Address : _____ Address : _____

1. I certify that the information provided is correct and authorise the Council to make enquiries as
necessary in calculating the level of relief.

Signature : _____
Position Held : _____
Date : _____

Please return this form to:

**Glasgow City Council
Non-Domestic Rates
P.O Box 36
Glasgow
G1 1JE**