



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

Application for Mandatory/Discretionary Relief of Rates in terms of Section 4 (2&5) of the Local Government (Financial Provisions etc.) (Scotland) Act 1962 as amended.

The form should be completed and returned, with the appropriate documentary evidence, to the above address.

If phoning or visiting please ask for Non-Domestic Rates

Telephone no. 0141-287-7333

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.

Application for Mandatory/Discretionary Relief of Rates in terms of Section 4 (2&5) of the Local Government (Financial Provisions etc.) (Scotland) Act 1962 as amended.

ALL SECTIONS MUST BE COMPLETED

1. Person or Organisation claiming relief:

Full Name: _____

Address: _____

2. Property in respect of which rates relief is sought:

Full Postal Address: _____

3. I /We hereby give notice to Glasgow City Council that the above property is:

A (I) CHARITABLE

Occupied by the person or organisation named in paragraph 1 which is a charity of trustee(s) for a charity and is wholly or mainly used for the following charitable purposes:

(II) Is within a category specified by The Secretary of State by Order, being a category of lands and heritages which are not used for profit making purposes, which are wholly or mainly used as residential accommodation for persons living separately from any family and in which certain facilities are shared by those persons.

YES/NO

(III) If relief is being claimed on the grounds that the property falls within a category specified by The Secretary of State (3A(II) above), please quote the relative Category and give brief details of the purposes for which the property is used:

B OF SOCIAL BENEFIT

Occupied by the organisation named in paragraph 1 which is not established or conducted for profit and whose main objectives are and the use made of the property is:

- I. concerned with Education
- II. concerned with Science
- III. concerned with Social Welfare
- IV. concerned with Literature
- V. concerned with the Fine Arts
- VI. otherwise philanthropic

Give brief details of purposes for which the property is used:

NON DOMESTIC RATES

Rates Reference

- C. RECREATIONAL / SPORTING
occupied for the purposes of a club, society or other organisation not established for profit and the property is wholly or mainly used for recreation etc.

Give brief details of purposes for which the property is used:

- 4. Details of Occupation
Do you share the premises with any other organisation or individuals? YES/NO

If you have answered YES please enter details below

Name of Organisation / Individuals: _____

Telephone Number: _____

Contact Name: _____

Is this Organisation a charity or do the individuals mentioned act as trustees of a charity? YES/NO

- 5. About the funding of your Organisation
Does your organisation receive funding from Local or Central Government? YES/NO

If you have answered YES please provide details of type and source of funding:

Does your funding include any provision to assist with your organisation's rates costs? YES/NO

- 6. Is the above property (or any other property associated with the organisation) licensed to sell alcoholic liquor? YES/NO

- 7. In order that your application is considered you must also supply copies of:
 - (i) the constitution and rules of the organisation
 - (ii) latest audited accounts
 - (iii) a certificate from the inspector of Taxes confirming that your organisation is one which is acknowledged as established for charitable purposes and relief has been given under Income Tax Acts (if available)

9. I /We apply for relief of rates payable in respect of the above property.

I /We certify that the information provided is correct at the date of signing this form and that I or my successors in the office will notify the rating authority if:

- a) there is a change of use.
- b) the organisation or a property associated with it is granted a license to sell alcoholic liquor.

Signature: _____

Print Name: _____

Appointment or position: _____

Contact Tel. No.: _____

Date: _____