

Non-Domestic Rates 2018 to 2019

The best way to pay is by Direct Debit

Set up a Direct Debit via our Self Service facility at www.glasgow.gov.uk/ndr

Direct Debit payments can be made on the 1st, 7th, 18th or 28th of each month.

- **HOW WE WORK OUT YOUR NON-DOMESTIC RATES**

Properties used for business in Scotland pay Non-Domestic Rates that are charged based on a standard Rate Poundage which is multiplied by the Rateable Value of that property, as set out in the Valuation Roll.

The national Non-Domestic Rate Poundage set by the Scottish Government for 2018 to 2019 is 48.0 pence in the pound. Larger businesses with a Rateable Value over £51,000 pay an additional supplement of 2.6 pence in the pound. New properties entered onto the valuation roll with an effective date of 01/04/18 or later may receive 100% relief from rates for a 12 month period. Where a property is already on the valuation roll prior to 01/04/18 and the Rateable Value increases after that date as a result of the property being expanded or improved, rates may be capped at the former value for a period of 12 months. For full information and to apply for relief, please see our website at www.glasgow.gov.uk/ratesrelief.

- **NON-DOMESTIC WATER AND WASTE-WATER CHARGES**

You will receive a bill for your water and waste-water charges direct from your licensed provider.

- **EMPTY PROPERTY RELIEF**

Relief is available to properties which are empty. The relevant levels of Relief which apply are:

- Industrial properties receive a reduction of 100% of the Rates charge for the first 6 months that they are empty and a 10% reduction thereafter
- Properties which are classed as exempt for Rates purposes such as Listed, or uninhabitable buildings, will receive full Relief at 100% of the Rates charge
- All other properties receive a reduction of 50% of the Rates charge for the first 3 months that the property is empty and a 10% reduction thereafter
- Properties with a Rateable Value of less than £1,700 do not have to pay any Rates while empty

- **SMALL BUSINESS BONUS RELIEF**

If the Rateable Value of your property is £18,000 or less, and the total Rateable Value of all your properties in Scotland is less than £35,000, you may be entitled to Small Business Bonus Relief. The level of Relief due is based on the Rateable Value of each property. More information on this is available at www.glasgow.gov.uk/ratesrelief

Cumulative Rateable Value Range	Percentage of Rate Relief
Up to £15,000	100%
£15,001 to £18,000	25%
£18,001 to £35,000* *multiple properties	25% on each individual property with a Rateable Value of £18,000 or less

- **DAY NURSERY RELIEF**

From 1 April 2018, properties which are used as day nurseries will be able to claim Day Nursery Relief. This is a reduction to the Rates charge of 100%. For more information, or to make an application, see our website at www.glasgow.gov.uk/ratesrelief.

Please note that award of Day Nursery relief could be considered as 'State aid' under European Commission rules, which can limit the amount of such aid per recipient. Further information on State aid is available from the Scottish Government at <http://www.gov.scot/Topics/Government/State-Aid>.

- **FRESH START RELIEF**

Businesses occupying certain long-term empty properties may be entitled to relief for up to twelve months from the date they have occupied the premises. From 1 April 2018, changes to the Fresh Start Relief scheme come into effect and relief of 100% is available where a property is occupied after being vacant for 6 months or more. Further details on this Relief and how to apply for it are available online at www.glasgow.gov.uk/ratesrelief. Please note that award of Fresh Start relief could be considered as 'State aid' under European Commission rules, which can limit the amount of such aid per recipient. Further information on State aid is available from the Scottish Government at <http://www.gov.scot/Topics/Government/State-Aid>.

- **TRANSITIONAL RELIEF**

Following the Rates revaluation which took effect from 1 April 2017, properties used for certain purposes and with a Rateable Value of less than £1,500,000 may continue to be entitled to a level of Transitional Relief for the 2018/19 financial year. For more information and to make an application for Relief see our website at www.glasgow.gov.uk/ratesrelief. Please note that award of Transitional Relief could be considered as 'State aid' under European Commission rules, which can limit the amount of such aid per recipient. Further information on State aid is available from the Scottish Government at <http://www.gov.scot/Topics/Government/State-Aid>.

- **OTHER RELIEFS AND REDUCTIONS**

Other categories of Relief are also available. For further details on all reliefs and to make an application, please visit our website at www.glasgow.gov.uk/ndr.

- **OTHER PAYMENT METHODS**

- **Credit or Debit Card:** By calling 0141 287 7333 (9am to 5.00pm)
- **Bank Transfer:** Bank Account Number 00223217, Sort Code 834400 – quoting your reference number.

If you have missed any of your payments, please contact us online at www.glasgow.gov.uk/ndrcontactus to make a repayment arrangement. Remember that if we do not know you are having problems paying, we cannot help you and instead may be forced to take action to recover the amount you owe us.

- **NON-DOMESTIC RATES ENQUIRIES**

- Access your Rates account by signing up to our **Self Service** facility at www.glasgow.gov.uk/ndr
- **Write to:** Non-Domestic Rates Office, Glasgow City Council, PO Box 36, Glasgow, G1 1JE.

- **APPEALING AGAINST THE RATEABLE VALUE OF YOUR PROPERTY**

You can appeal your Rateable Value within six months of buying or becoming responsible for a property or, within six months of the date of the Valuation Notice where the City Assessor alters the Valuation Roll by making a new entry or changing the value.

You must continue to pay your Rates instalments until the City Assessor has considered your appeal.

More information on Appeals is available at: www.saa.gov.uk/glasgow

- **APPEALING AGAINST INCORRECT ASSESSMENT OF RATES**

If you wish to appeal on the grounds that Rates levied have been incorrectly calculated or applied, please submit this in writing to: **Glasgow City Council, PO Box 36, Glasgow, G1 1JE.**

[Full information on all of the content of this leaflet is available at www.glasgow.gov.uk/ndr](http://www.glasgow.gov.uk/ndr)

Statement of Fair Processing

In line with the Data Protection Act 1998, we will process your information for the purposes of collecting any Non-Domestic Rates you owe us. We have a duty to manage public funds properly. As a result, we will use the information you provide to make sure all amounts we are owed, including amounts owed for fees and charges other than Non-Domestic Rates, are paid on time. We may also use the information to prevent and detect fraud.

We may share your information for the same purposes with other public organisations, including neighbouring councils that handle public funds. We may also share your details with other organisations, including credit reference agencies, for the purpose of confirming who is at a particular address.

For full details on how we will use your information, visit www.glasgow.gov.uk/privacy