

Contact: Business Revenues Team  
Phone: 0300 300 0202 (Mon to Thurs 8.45am – 4.45pm, Fri 8.45am -3.55pm)  
Email: ndr.finit@renfrewshire.gov.uk



	Subject address:
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**Business Rates – Small Business Bonus Scheme (SBBS)**

The Small Business Bonus Scheme provides a discount of 100% or 25% on bills for occupied eligible business properties.

The level of relief under the Scheme for each individual ratepayer will depend on;

- The **cumulative** rateable value of **all** properties in Scotland of which the business is in,
- rateable occupation or (if vacant) which the business is entitled to occupy,
- whether or not each property is eligible for one of the existing rates relief schemes,
- the level of other public sector assistance received by the business.

Small Business Bonus Scheme thresholds for eligible properties in 2021/22 are:

Combined rateable value of all business properties in Scotland	% of relief
Up to £15,000	100%
£15,001 to £18,000	25%
£18,001 to £35,000	25% on each individual property with a rateable value not exceeding £18,000

This will allow a business with two or more properties with a cumulative rateable value of under £35,000 to qualify for relief at 25% on individual properties with a rateable value up to £18,000.

If your start liability date is prior to 1 April 2021, SBBS can be backdated to that date at the appropriate level.

Please complete the application form enclosed and return to the address below.

## Charities

If you are a registered charity and the rateable value of all the business properties owned, leased or entitled to occupy in Scotland falls below £15,000 you will qualify for 100% SBBS relief. Please complete and return the attached SBBS application form.

If your cumulative rateable value is greater than £15,000 then you may be considered for 80% Mandatory Relief. Please call the Revenues Business Team on 0300 300 0202 to request an application form.

If you need assistance or more information please call the Revenues Business Team on 0300 300 0202.

Yours faithfully



Alan Russell  
Director of Finance and Resources

**2021/22 Business Rates  
Application for Small Business Bonus Scheme**

**SECTION 1**

Rates reference number	
Name of organisation claiming relief	
Date of entry	
Premises rented or owned	
Business/company address	
Phone number	
Email	

**SECTION 2**

Please use this section to tell us about other properties occupied or leased whether or not occupied by your business/company, this should include properties within the Renfrewshire area and also any out with Renfrewshire.

Continue on a separate page if necessary.

Business/company name	
Rateable value	
Local authority responsible	
Business/company address	

Business/company name	
Rateable value	
Local authority responsible	
Business/company address	

Business/company name	
Rateable value	
Local authority responsible	
Business/company address	

Business/company name	
Rateable value	
Local authority responsible	
Business/company address	

Please provide a copy of your most recent Business Rates notice(s) for any additional properties out with Renfrewshire detailed above.

**SECTION 3**

Are you a LTD Company? YES/ NO

If Yes, please provide your company registration no: \_\_\_\_\_

If No, please provide your home address: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

To come within the State Aid 'de minimis' rules, the total aid received by your business must not exceed €200,000 over a rolling 3 year period. If you consider that you have already reached in excess of, or are close to, this sum please attach details with this application.

Do you receive any other form of state aid? YES/NO

If yes please attach the details with this application.

**DECLARATION:**

Data protection:

The information provided by you on this form will be used to update Business Rates. The Council may check the information provided by you with other information held. The information may need to be shared with other Council departments to check the accuracy of the information to prevent or detect fraud or crime or to protect public funds. No other disclosures will be made unless the law permits this disclosure.

I/ We certify that the information supplied on this application is to the best of my knowledge accurate. I/we understand that to deliberately provide false information for monetary gain in relation to this application is a criminal offence.

**I/We agree to notify Renfrewshire Council immediately of any changes that may affect the entitlement to this reduction.**

Name	
Date	
Designation	
Signature	