

## Valuation and Charges

Aberdeen City Council administers and collects business rates to support its Revenue Budget which is used to provide a range of services to residents and businesses in the city.

There are two main factors used to calculate the rates bill issued to every Business Rate payer; the rateable value of the property and the non-domestic rates poundage. The amount payable is determined by multiplying these factors i.e. rateable value x rate poundage. The amount may also vary due to reliefs or reductions that are available.

From 1 April 2017, the rateable value of every non-domestic property in Scotland, England and Wales was revised as a result of Revaluation. In Scotland, rateable values are determined by the Assessor who is independent of both local and central government. The rateable value is the Assessor's estimate of the annual rent which the property would command on the open market.

Rateable values for properties in Aberdeen are determined by:

- Grampian Assessor, Woodhill House, Westburn Road, Aberdeen, AB16 5GE. Tel (01224) 664360 or e-mail [assessor@grampian-vjb.gov.uk](mailto:assessor@grampian-vjb.gov.uk)

The rateable values of all non-domestic properties in Scotland together with further information on the role of Assessors, Non-Domestic Rating valuation and advice on appeal rights are available on the Scottish Assessors' Association website: [www.saa.gov.uk](http://www.saa.gov.uk)

**Rates are therefore charged according to the rateable value appearing in the Valuation Roll in force from 01 April 2017, even where an appeal against the valuation may be pending with the Grampian Assessor. Payment of the amount of rates due should be made as detailed on the most recent account issued. This will not affect the outcome of any valuation appeal and any necessary adjustments will be made when the appeal has been settled.**

## Non Domestic Rate Poundage 2018-19

The Non Domestic Rates poundage set by the Scottish Government is £0.48 for 2018-19.

## Large Property Supplement

- Properties with a rateable value (RV) over £51,000 will have an additional supplement added of 2.6p x RV. This is the Large Property Supplement and will be noted on relevant rates accounts in addition to the normal rates charge.

# Business Rates Information Leaflet 2018/19

Please see inside for important information on reliefs and reductions from 01 April 2018



## Co-Leaders Statement

On 6 March elected members met to set Aberdeen City Council's budget for 2018/19.

The process is a challenging one as demand for services continues to grow in the face of diminishing funding.

Our responsibility is to find ways to innovate and to deliver on behalf of all those we serve in a proactive manner. Protecting frontline services will continue to be a priority and our ambitious capital programme remains at the heart of the Council's role in underpinning the regional economic strategy.

A budgeted spend of over £950million, comprising £269m capital and £689m revenue, has been agreed.

Each element is aligned to the Local Outcome Improvement Plan. This 10-year plan is designed to embrace partnership working to break cycles of deprivation and ensure that Aberdeen is a place where all people can prosper. The LOIP provides the vision for Aberdeen for the period 2016-26. Our challenge as a Council, working closely with our partners, is to deliver on that vision across the following themes and principles:

- **Place** - Encouraging empowered, resilient and sustainable communities;
- **People** - Recognising children are our future and making sure young people and adults are resilient, included and supported when in need;
- **Economy** - Driving forward with a strategy to ensure Aberdeen prospers;
- **Digital** - A commitment to an innovative and integrated future.

Our £689m revenue budget will support daily service delivery around these aims whilst our capital programme also includes exciting developments nearing completion in areas including infrastructure, education and culture. In the months ahead the AWPR will open to traffic, the first pupils will be welcomed to the new Stoneywood School

and Lochside Academy as well as the re-opening of Aberdeen Art Gallery after its redevelopment.

These positive commitments are set against the challenges we face. In order to counter the reduction in funding, a 3% increase in Council Tax has been agreed. It was a difficult choice, one of many which had to be made in setting a balanced budget. Aberdeen City Council opted not to increase Council Tax last year, at a time when many households were affected by legislation passed in the Scottish Parliament for an increase for properties in bands E-H, but the need to protect frontline services has driven the proposed increase for 2018/19.

It is estimated the Council Tax increase will generate £3.389m. Whilst this change is of course significant to all residents as the annual bills are distributed, and to the organisation in terms of the revenue it will bring, the largest contribution to easing the budget pressures will come from fundamentally changing the way in which we operate.

Our transformation as an organisation is continuing at pace and £17million of savings are included in this year's budget as a result of the programme to transition to a new Target Operating Model. Change on this scale is certainly not an easy option - but it is the best option for the Council and for all those we serve, with a focus on enhancing the service we deliver to customers.

Aberdeen City Council cannot and will not stand still. We will continue to demonstrate the proud traits of the city: innovation and resilience.

Councillor Jenny Laing & Councillor Douglas Lumsden  
Co-Leaders of Aberdeen City Council.

## Rates Relief for Empty Properties

The Non-Domestic Rating (Unoccupied Property)(Scotland) Regulations came into force on 01 April 2018. These Regulations continue the reliefs available for unoccupied property, being:

- Industrial property: full relief from empty property rates for an initial 6 months and thereafter 10% relief for the duration of the time the property is unoccupied
- Other unoccupied property: 50% relief for an initial 3 months and thereafter 10% relief for the duration of the time the property is unoccupied

Certain exemptions to the above still apply in relation to Part 1 and 3 of the Schedule to the Regulations, being (for example) listed buildings or where the rateable value is less than £1700.

In addition, the New Start Relief previously available from 01 April 2013 for certain new build properties first entered on the Roll between that date and 31 March 2018 continues.

**Fresh Start Relief:** has now been extended from 01 April 2018 to include all categories of property which have been unoccupied for at least 6 months before becoming occupied on or after 01 April 2018. 100% relief applies for 12 months if the property remains occupied. Properties that were previously in receipt of Fresh Start relief prior to 01 April 2018 will continue to receive 50% relief for up to 12 months. Relief can only be granted where the RV of the property is no greater than £65,000 (both before and after 01 April 2018).

Fresh Start Relief does not constitute de-minimis aid under EU State Aid rules.

## Business Growth Accelerator: New and Improved Properties

From 01 April 2018, new reliefs have come into force for new entry properties (first entered to the Valuation Roll), new build properties (the Valuation Roll entry has been updated to reflect a new build subject) and properties where the rateable value has increased due to building improvements (as defined):

### New Entry and New Builds

- New entry and new build properties that are vacant when they first appear in the roll, or the roll is amended, are to receive 100% relief while the property remains vacant and this is for an unlimited period of time
- New entry and new build properties that are occupied, either when they first appear in the roll or the roll is amended or after a vacant period will receive 100% relief for 12 months from the date of first occupation.

### Improvements

- Improvements relief can be awarded both when the property is vacant or occupied
- Ratepayers can apply for this relief for each increase in RV in the 12 month period of 2018/19
- The relief is calculated to maintain the amount of rates charged before any rateable value increase took effect





## How to pay your rates

All information about how to pay your Business Rates can be found on our website

[www.aberdeencity.gov.uk/services/business-and-licensing](http://www.aberdeencity.gov.uk/services/business-and-licensing) by selecting the link "Pay Business Rates"

### Direct Debit Payments

This is the easiest way to pay Business Rates.

Payments are automatically deducted from your bank account on the 21st of each month from May to February inclusive. These transactions are protected by the Direct Debit Guarantee. If you do not already pay by this method, a Direct Debit instruction is available from our website via the link provided above.

### BACS Payments

Electronic transfers may be made from your own account to Aberdeen City Council. Our account details are:

Bank: Clydesdale Bank plc  
Branch: Aberdeen Principal  
Account Name: Aberdeen City Council  
Sort Code: 82 60 11  
Bank Account: 30009067

### Cheque Payments

These should be sent to Aberdeen City Council, Business Hub 16, Marischal College, Broad Street, Aberdeen, AB10 1AB. Cheques should be made payable to "Aberdeen City Council". Please ensure that your account reference (found on your bill) is written on the reverse of the cheque.

### On-line payment:

You can pay on-line by Debit or Credit Card by visiting the website using the link provided on the left.

### In Person

You can pay at one of the following locations:

By Cash, Cheque Credit Card:

- Kincoth Customer Access Point, Provost Watt Drive, Aberdeen, AB12 5NA
- Woodside Customer Access Point, Woodside Fountain Centre, Marquis Road, Aberdeen AB24 2QY

You can also pay by using the automated payment kiosks at:

- Marischal College, Broad Street, Aberdeen AB10 1AB
- Tillydrone Housing Office, Formartine Road, Aberdeen AB24 2RW
- Mastrick Customer Access Point, Spey Road, Mastrick, Aberdeen, AB16 6SH

## Revaluation 2017: Scottish Government Transitional Relief Scheme and Aberdeen City Council Local Rates Relief Scheme

The Scottish Government has issued new Regulations to continue Transitional Relief for 2018/19. For properties/businesses within the Aberdeen City Council area, the relief still applies to the Hospitality and Office sectors. However, there are now certain exclusions: properties in the Hospitality sector with an RV over £1.5 million will not qualify; in addition, properties that previously received "former full relief" (those that had small business bonus prior to 01/04/2017 and received a modified Transitional Relief adjustment in 2017/18) will not qualify for any Transitional Relief in 2018/19. Split, merged or re-organised properties that previously qualified for Transitional Relief in 2017/18 will no longer have entitlement to relief in 2018/19.

It is also necessary (under the provisions of the 2018 Regulations) **for a fresh application to be submitted to the Council.** Consequently, if Transitional Relief was granted in 2017/18, this will NOT carry forward automatically; a fresh application MUST be completed and submitted to the Council.

Aberdeen City Council also agreed a Local Rates Relief scheme in 2017/18. This has not been extended into 2018/19 and any Local Relief will end at 31/03/18.

For any new applications (subject to the original qualifying conditions), these should be made using the form available at

[www.aberdeencity.gov.uk/services/business-and-licensing/pay-business-rates/transitional-relief](http://www.aberdeencity.gov.uk/services/business-and-licensing/pay-business-rates/transitional-relief)

## Contact Details and applications for all rates reliefs

If you have an enquiry about your business rates bill or want to find out more about reliefs and reductions our contact details are as follows:

Website: [www.aberdeencity.gov.uk](http://www.aberdeencity.gov.uk) select "Business and Licensing" from the "Council Services" dropdown. Relevant application forms for rates reliefs are also available to download using the web-site address above.

e-mail: [businessrates@aberdeencity.gov.uk](mailto:businessrates@aberdeencity.gov.uk)

Telephone: 01224 346146 between 08.45 and 16.45 Monday to Friday

In writing: Business Rates Team, Aberdeen City Council, Business Hub 16, Marischal College, Broad Street, Aberdeen AB10 1AB

Please note there are no facilities for calling in person unless by prior appointment.

## Follow us on social media

To keep up to date with news from Aberdeen City Council please like or follow us on our social media pages:

 [Facebook.com/aberdeenc](https://www.facebook.com/aberdeenc)

 [@aberdeenc](https://twitter.com/aberdeenc)

 [@aberdeen\\_cc](https://www.instagram.com/aberdeen_cc)

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## Small Business Bonus Scheme

The Small Business Bonus Scheme threshold for 100% relief has increased to £15,000, so that the overall scheme is applicable as per the table below

Combined rateable value (RV) of all properties	2018-19 relief *
Up to £15,000	100%
£15,001 to £18,000	25%
£18,001 to £35,000	25% on individual property each with rateable value up to £18,000 **

Eligibility subject to compatibility with State Aid rules.

\*\* A ratepayer with multiple properties with a cumulative RV between £15,001 and £35,000 can be eligible for 25% relief for individual properties each with RV up to £18,000.

## Day Nursery Relief

A new rates relief has been introduced from 01 April 2018 where 100% rates relief can be granted to occupiers of non-domestic properties where day nursery provision is made. This relief is effective until 31 March 2021. To qualify, the property must be used wholly or mainly as a nursery school as defined in Section 135 of the Education (Scotland) Act 1980 and which also provides day care of children as defined in paragraph 13 of Schedule 12 of the Public Services Reform (Scotland) Act 2010. This relief is considered de-minimis aid in terms of EU State Aid rules and an application form MUST be completed and submitted to the Council before relief can be considered.

## Publication of Financial Information

We will no longer be including Financial Information in this leaflet. The Financial Information presented in charts and graphs for ease of understanding can be found on our website at [www.aberdeencity.gov.uk/services/business-and-licensing/pay-business-rates](http://www.aberdeencity.gov.uk/services/business-and-licensing/pay-business-rates). For those wishing to read the full financial and statistical information it is available to view on the Aberdeen City Council website at [www.aberdeencity.gov.uk/services/council-and-democracy](http://www.aberdeencity.gov.uk/services/council-and-democracy). If you do not have access to the website a copy of either set of information can be obtained by contacting one of our offices - see "Contact Details" section of this leaflet for a variety of ways to contact us."

## Other reliefs and reductions

**Small Business Bonus:** please refer to the separate information and table on this leaflet.

**Charity Relief:** to qualify for charity relief, the organisation must be registered with the Office of the Scottish Charity Regulator (OSCR) and the property in question must be wholly or mainly used for charitable purposes in furtherance of the objectives of the occupying organisation. The Council can initially grant 80% relief if these conditions are met rising to 100% relief at the discretion of the Council.

**Sports Clubs:** if a property is used for sporting purposes, the Council may at its discretion award up to 100% relief to the organisation concerned. If the sports club is registered as a Community Amateur Sports Club, it will qualify for a minimum of 80% relief. This can be increased to 100% at the discretion of the Council.

**Disabled Relief:** a property that is used for the care or welfare of disabled or elderly people may qualify for full or part relief.

**Part Occupied Properties:** if an industrial property is part used for a short time only, rates relief can be considered for the rateable value of the unused area. Under exceptional circumstances (such as serious fire or flood damage), the Council may consider this relief for other types of properties.

**Properties used for religious purposes:** properties occupied and used by a religious organisation for the purposes of worship, prayer and associated meetings may qualify for full rates relief.

**Hardship Relief:** this can be considered at the discretion of the Council, subject to various conditions being met.

**Hydro generation:** relief can be granted at 60% for properties with a rateable value of up to £5 million. This relief is awarded under de minimis rules and will be applicable cumulatively with the community renewables generation relief.

