



**Executive Director of Financial Services**  
Robert Emmott  
BSc (Hons) CPFA

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

**Email:** [ndr@fs.glasgow.gov.uk](mailto:ndr@fs.glasgow.gov.uk)  
**Website Address:** [www.glasgow.gov.uk/ndr](http://www.glasgow.gov.uk/ndr)

### **Application for Exemption from Rates in terms of Section 22 of the Valuation and Rating (Scotland) Act 1956 as amended.**

An exemption from non-domestic rates is available on premises where they are used for one or more of the following purposes—

1

- (a) a building occupied by a religious body and used for the purpose of religious worship;
- (b) a church hall, chapel hall or similar premises used in connection with a building such as is referred to in paragraph (a) above for the purposes of the religious body which occupies that building; or
- (c) any premises occupied by a religious body and used by it:
  - (i) for carrying out administrative or other activities relating to the organisation of the conduct of religious worship in a building such as is referred to in paragraph (a) above; or
  - (ii) as an office or for office purposes, or for purposes ancillary to its use as an office or for office purposes.

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

**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 Exemption from Rates in terms of Section 22 of the Valuation and Rating (Scotland) Act 1956 as amended.**

**ALL SECTIONS MUST BE COMPLETED**

Person or Organisation claiming relief:

Full Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Property in respect of which rates relief is sought:

Full Postal Address: \_\_\_\_\_  
\_\_\_\_\_

I /We hereby give notice to Glasgow City Council that the above property is occupied by a religious body and used for the following purposes

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please provide details of any other purposes for which the property is being used

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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: \_\_\_\_\_

I /We apply for exemption from 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 there is a change of use.

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Appointment or position: \_\_\_\_\_

Contact Tel. No.: \_\_\_\_\_

Date: \_\_\_\_\_