



**Moray Council
TAXATION SERVICES
Non Domestic Rates
2025 Hospitality Relief - Application Form**

Name.....
 Address.....

 Postcode.....

Office use Only

Account Reference.....
 Date of Issue.....
 Please return by.....

Introduction

Hospitality Relief grants a 40% reduction in the rates due on property used for hospitality purposes (including small live music venues). **Entitlement to relief is capped at £110,000 per ratepayer.**

Qualification

An award of Hospitality Relief may be made if the property satisfies the following conditions:

- it is wholly or mainly used for a specified purpose (detailed in Part 3); or
- it is a live music venue with a capacity of up to 1,500; and
- its ratable value does not exceed £51,000.

Completion Instructions

If you want to apply for this relief, complete this form in **BLOCK CAPITALS** and **black ink**.
Parts 1 to 4 should be filled in by the **ratepayer** (as named on the bill).
 A **separate** application must be made for **each property**.
 For further information or help in completing this form please telephone **(01343) 563456**.
Any information given will be treated in the strictest confidence.

Part 1: Ratepayer Details

Ratepayer's Name

Correspondence Address

.....Postcode.....

Ratepayer's Status (please '✓' the appropriate box)

Charity (see note below)	<input type="checkbox"/>	Individual	<input type="checkbox"/>
Limited Liability Partnership	<input type="checkbox"/>	Partnership	<input type="checkbox"/>
Private Limited Company	<input type="checkbox"/>	Public Limited Company (see note below)	<input type="checkbox"/>
Sole Trader	<input type="checkbox"/>		
Other (please state)	<input type="text"/>		

If the ratepayer is a Public Limited Company or Charity, please provide the information below:

Public Limited Company: State your Companies House Registration Number	
Charity: State your Charity Registration Number	

Part 2: Property Details

Property Address.....
.....
Postcode.....Rateable Value.....
Property ReferenceAccount Reference

Part 3: Property Usage

Indicate your property's use by ticking ('√') the appropriate box. We may require you to evidence this usage.

Class 1 Bed & Breakfast Accommodation	<input type="checkbox"/>	Class 2 Camping Site	<input type="checkbox"/>
Class 3 Caravan (situated on a licenced site)	<input type="checkbox"/>	Class 4 Caravan Site	<input type="checkbox"/>
Class 5 Chalet, Holiday Hut and Bothy	<input type="checkbox"/>	Class 6 Guest House, Hotel & Hostel	<input type="checkbox"/>
Class 7 Public House	<input type="checkbox"/>	Class 8 Restaurant (includes cafés & coffee shops etc)	<input type="checkbox"/>
Class 9 Self Catering Holiday Unit	<input type="checkbox"/>	Class 10 Timeshare Accommodation	<input type="checkbox"/>
Class 11 Small Music Venue (see note below)	<input type="checkbox"/>		

Tick this box ('√') if you claim Hospitality Relief for another property elsewhere in Scotland

Details of these categories are held on our website: www.moray.gov.uk/moray_standard/page_160698.html

Note: for the purposes of this relief, a **Small Music Venue**:

- i) is used as an indoor, permanent venue, operating all-year;
- ii) is host to live music events for a public audience; and
- iii) has a maximum capacity of 1,500 persons.

Part 4: Declaration

I declare that:

- I am authorised to make this application and that the information submitted in it is true and correct.
- I authorise the Council to make any necessary enquiries to check its content, including cross checking details with other Council Services and external Organisations.
- I undertake to inform you of any change in circumstances as soon as it occurs.
- I understand that if I give information that is incorrect or incomplete or fail to report changes in circumstances, I may incur a penalty and/or be prosecuted.
- I have read and understand the Non-Domestic Rates Privacy Notice, which may be found at <http://www.moray.gov.uk/downloads/file123143.pdf>

Signature Date

Print Name Telephone

Email Mobile

Moray Council is the data controller for this process. The information provided by you for the purposes of determining Non Domestic Rates liability will be stored by us in accordance with the General Data Protection Regulation (GDPR) and the Data Protection Act (DPA) 2018. The information that we hold must be accurate, up to date, and kept only for as long as necessary. It is shared only where we are legally obliged to do so. You may refer to our published Non Domestic Rates Privacy Notice for more information. It can be found at <http://www.moray.gov.uk/downloads/file123143.pdf>

Please return this form to: **Moray Council, Taxation Services, High Street, Elgin, IV30 1BX**

If you require any further information regarding this form, please contact us:

Telephone: **01343 563456** Email: ratesforms@moray.gov.uk Visit our website: www.moray.gov.uk