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• *Enhancing quality of life* • *Making the best use of public resources*

Council Building  
2 High Street  
Perth  
PH1 5PH

Tuesday, 17 April 2018

A Meeting of the **Executive Sub-Committee of Strategic Policy and Resources Committee** will be held in **the Council Chamber, 2 High Street, Perth, PH1 5PH** on **Tuesday, 24 April 2018 at 14:30**.

If you have any queries please contact Committee Services on (01738) 475000 or email [Committee@pkc.gov.uk](mailto:Committee@pkc.gov.uk).

**BERNADETTE MALONE**  
Chief Executive

***Those attending the meeting are requested to ensure that all electronic equipment is in silent mode.***

***Please note that the meeting will be recorded and will be publicly available on the Council's website following the meeting.***

**Members:**

Councillor Murray Lyle (Convener)  
Councillor Peter Barrett (Vice-Convener)  
Councillor Colin Stewart (Vice-Convener)  
Councillor Dave Doogan  
Councillor Grant Laing



**Executive Sub-Committee of Strategic Policy and Resources Committee**

**Tuesday, 24 April 2018**

**AGENDA**

***MEMBERS ARE REMINDED OF THEIR OBLIGATION TO DECLARE ANY FINANCIAL OR NON-FINANCIAL INTEREST WHICH THEY MAY HAVE IN ANY ITEM ON THIS AGENDA IN ACCORDANCE WITH THE COUNCILLORS' CODE OF CONDUCT.***

- 1 WELCOME AND APOLOGIES**
- 2 DECLARATIONS OF INTEREST**
- 3 PROCEDURE TO BE USED FOR NON-DOMESTIC RATES                    5 - 6**  
**RELIEF APPEAL**  
(copy herewith)

***IT IS RECOMMENDED THAT THE PUBLIC AND PRESS SHOULD BE EXCLUDED DURING CONSIDERATION OF THE FOLLOWING ITEM(S) IN ORDER TO AVOID THE DISCLOSURE OF INFORMATION WHICH IS EXEMPT IN TERMS OF SCHEDULE 7A TO THE LOCAL GOVERNMENT (SCOTLAND) ACT 1973***

- P1 APPEAL AGAINST REFUSAL OF APPLICATION FOR RELIEF OF NON-DOMESTIC RATES**
- (a) SUBMISSION BY HEAD OF REVENUES AND IT**
  - (b) SUBMISSION BY APPELLANT**

<p>If you or someone you know would like a copy of this document in another language or format, (on occasion, only a summary of the document will be provided in translation), this can be arranged by contacting the Customer Service Centre on 01738 475000.</p>
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<p>You can also send us a text message on 07824 498145.</p>
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<p>All Council Services can offer a telephone translation facility.</p>
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**PERTH AND KINROSS COUNCIL****Procedure to be Used for Non-Domestic Rates Relief Appeal**

1. The Council Service's representative shall briefly outline the Council Service's case and then call any witnesses.
2. The appellant's representative (or if the appellant is not represented, the appellant) shall have the opportunity to ask questions of each of the witnesses called by the Council Service's representative.
3. The Council Service's representative may ask further questions of each of the witnesses but only for the purpose of clarifying any answers given in response to questions asked by the employee or his or her representative.
4. The appellant or their representative shall briefly outline the appellant's case and then call any witnesses.
5. The Council Service's representative shall have the opportunity to ask questions of each of the witnesses called by the appellant.
6. The appellant or their representative may ask further questions of each of the witnesses but only for the purpose of clarifying any answers given in response to questions asked by the Council Service's representative.
7. The Members of the Appeals Sub-Committee shall have the opportunity to ask questions of the Council Service's representative and of the appellant or their representative and of any witnesses.
8. The Council Service's representative and thereafter the appellant or their representative shall have the opportunity if they so wish to sum up their case introducing no new material.
9. The Council Service's representative and the appellant or appellant's representative and any witnesses shall then withdraw.
10. The Members of the Appeals Sub-Committee shall consider the matter, only recalling the Council Service's representative and the appellant and the appellant's representative to clarify points of uncertainty. If recall is necessary, both parties are to return, notwithstanding only one is concerned with the point giving rise to doubt.
11. The role of Legal Adviser is to give procedural and legal advice to the Sub-Committee. The Legal Adviser should not participate in the deliberations of the Sub-Committee, or give an opinion on the case.
12. If practicable, the decision will be announced at the conclusion of the meeting. In any event the decision will be confirmed in writing within five working days.

