

**Questions for RHI applicants in relation to the 'non-single domestic' requirement where the potentially non-domestic premises for which they are applying is not supported by a non-domestic rates bill**

***Note: internal and external photographs of the space and the heat emitters (e.g. radiators) should always be provided in support***

1. Please provide a description of what the space is used for.
2. For what purpose was the space originally constructed?
3. Is the space attached to, or does it form part of, a domestic building? Or is it standalone?
4. Has the space been structurally modified to incorporate the non-domestic use? (E.g. has an extension been built, a separate entrance created?).
5. For what percentage of the time that the space is used is it used for non-domestic purposes?
6. Have any other, non-structural modifications been made to the space to incorporate the non-domestic use? (For example, does a home office have a separate phone line installed instead of using the main domestic line? Has a workshop had special shelving/storage fitted to incorporate non-domestic tools or machinery?).
7. To what extent are the furnishings within the space of a typically non-domestic nature?
8. Who has access to the space?
9. How is the space accessed? Can it be accessed without passing through any domestic areas? Does it have an independent entrance?
10. Are staff employed to work exclusively in the space? (For example, a secretary in an office). Please provide detail.
11. Does the space receive any non-domestic visitors? Please provide detail.