



NDR EMPTY PROPERTY RELIEF APPLICATION FORM

ACCOUNT REF NO:

NAME & ADDRESS:

Argyll & Bute Council
Financial Services
Kintyre House
Snipefield Industrial Estate
Campbeltown
PA28 6SY

Tel: 01586 555249
E-mail: ndr@argyll-bute.gov.uk
Date:

APPLICATION FOR REMISSION OF RATES SECTION 180 OF THE NON DOMESTIC RATING (UNOCCUPIED PROPERTY) (SCOTLAND) REGULATIONS 1994 (AS AMENDED)

Subject Address:

Description:

Rateable Value (RV):

Premises generally have to be completely unoccupied to qualify for Empty Property Relief.

The rate liability for most empty subjects can be relieved at the rate of 50% for a maximum period of 3 months, thereafter 10% relief will apply. Empty industrial premises can claim full exemption for 6 months, and thereafter 10% relief.

The Empty Property Rate does not apply to the following categories of property:

1. Properties with Rateable Values of less than £1700
2. Properties unoccupied due to death or insolvency
3. Properties which are prohibited by law from occupation
4. Properties which are under a compulsory purchase order
5. Properties which have a Preservation Order, Listed Buildings and Ancient monuments
6. Property not comprising one or more buildings or a part of a building

Please complete Section 5 overleaf if you consider that your property falls into one of these categories.

Yours faithfully

Fergus Walker
Revenues and Benefits Manager

EMPTY PROPERTY RELIEF APPLICATION

1. THE RATEPAYER

Full name / the name of the organisation / company claiming relief:

Legal Structure of the Ratepayer (Please put an 'X' in the relevant box) –

<i>Individual</i>	<input type="checkbox"/>	<i>Private Limited Company (LTD)</i>	<input type="checkbox"/>
<i>Sole Trader</i>	<input type="checkbox"/>	<i>Public Limited Company (PLC)</i>	<input type="checkbox"/>
<i>Partnership</i>	<input type="checkbox"/>	<i>Limited Liability Partnership (LLP)</i>	<input type="checkbox"/>
<i>Charitable Organisation</i>	<input type="checkbox"/>	<i>Other (Please state)</i>	<input type="text"/>

*IF APPLICABLE, Companies House Registration number or Charity Registration number.
(Company number eg: 03493961)*

2. THE PROPERTY

Subject Address:

Rates Reference Number:

Insert the exact date the property became unoccupied:

Reason for premises not being occupied:

Please provide an estimate of the likely date of occupation:

3. PROPERTY INSPECTION

It may be necessary to inspect your premises to substantiate your claim. I confirm that inspection of the property can be arranged by contacting:

Name:	
Address:	
Telephone Number:	
Email address:	

4. CHANGE OF OWNERSHIP/TENANCY

A. Change of owner

If any change of owner of the property has taken place since the subject became "empty" please complete the details below as relevant.

Date of sale:	
Name & address of new owner (If known):	
Name & address of your solicitor handling sale:	
Email address of your solicitor handling sale:	

B. Change of tenant

If any change of tenancy of the property has taken place since the subject became "empty" please complete the details below as relevant.

Outgoing tenancy end date:	
Outgoing tenants name, forwarding address & email:	
New tenancy start date (if applicable):	
Name of new tenant: (Please supply a copy of the full signed lease agreement)	
Name & address of owner:	

5. EXEMPT CATEGORIES

Please tick which category your property falls under:

	PLEASE TICK
A property with a Rateable Value less than £1700	
A property which is unoccupied due to death or insolvency	
A property where occupation is prohibited by law (e.g.a Building Warrant has been issued)	
A property under a compulsory purchase order	
A property under a preservation order or classed as a Listed Building or Ancient Monument	
An entry not comprising one or more buildings or part of a building	
None of the above	

6. INDUSTRIAL PROPERTY

Empty industrial premises (e.g. factories, warehouses and workshops) with no retail element can claim full exemption for 6 months, and thereafter 10% relief. If your premises falls into this category please check the box:

If yes, please provide a description of the previous use of the property:

7. CERTIFICATION

Please read this declaration carefully before you sign and date it.

- I am duly authorised by the Ratepayer to make the application.
- I declare that the information given on this form is correct and complete to the best of my knowledge.
- I authorise the Council to make any necessary enquiries to check the information.
- I authorise the Council to cross check the information with other Councils in Scotland.
- I undertake to advise the Council of any change of circumstances, including the occupation / vacation of any other property I may occupy in Scotland which may affect liability for Non-Domestic Rates Relief.
- I understand that if I give information that is incorrect or incomplete or fail to report changes in circumstances, I (or the Ratepayer I represent) may be prosecuted.
- I understand that the Council will reclaim any incorrectly awarded Non-Domestic Rates Relief.
- I claim the above relief from non-domestic rates liability.

Applicant Name:

Telephone No:

Capacity (e.g. Owner; Tenant; Agent; Employee):

E-mail Address:

Contact Address:

Your
Signature:

Date:

When completed, this form should be returned by post to:
Argyll & Bute Council, Financial Services, Non Domestic Rates, Kintyre House, Snipefield Industrial Estate, Campbeltown, PA28 6SY or by email to ndr@argyll-bute.gov.uk