



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:

Dear Ratepayer

Subject Address:

Description:

Rateable Value (RV):

The Scottish Government has devolved Empty Property Relief to local authorities. From 1st April 2024 Argyll and Bute Council's Policy will be as follows:

- 50% relief for 3 months followed by 10% relief for a maximum of 9 months.
- The only exception will be properties which are empty due to the owner being insolvent who will continue to benefit from 100% relief.
- No relief will be granted after a property has been empty for over 12 months

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

There will be no back-dating of Empty Property Relief and applications must be submitted as soon as the property becomes Empty.

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:

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. 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