

NDR EMPTY PROPERTY RELIEF APPLICATION FORM



ACCOUNT REF. NO

NAME & ADDRESS:

Argyll & Bute Council
Customer and Support Services
Witchburn Road
Campbeltown
Argyll
PA28 6JU

Tel: 01586 555249
Fax: 01586 553050
E-mail: ndr@argyll-bute.gov.uk

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

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) A New Build property that is first entered in the Valuation Roll in the 2013/14 to 2016/17 Financial Years which is unoccupied (exempt from Empty Property Rates for a maximum of 18 months)

Please complete Section 6 overleaf if you consider that your property falls into one of these categories.



Data Protection Fair Processing Notice: Argyll and Bute Council will primarily use the information you have supplied on this form for the collection and administration of Non-domestic (business) rates. Prevailing legislation places an obligation on local authorities to levy and collect taxes. The information may also be used for other legitimate purposes e.g. property occupancy and refuse collection. Where permitted by law, information is shared with other departments of the Council and other organisations externally. The full privacy notice for NDR can be found on our website <https://www.argyll-bute.gov.uk/privacy/non-domestic-rates>. You have a right to apply for a copy of the information we hold about you, and to have any inaccuracies corrected. Should you wish to exercise this right, your request must be made in writing to the Data Protection Officer, Argyll & Bute Council, Kilmory, Lochgilphead, PA31 8RT, email ain.jackson@argyll-bute.gov.uk or telephone 01546 604188.

REMISSION OF RATES APPLICATION

1. Insert the exact date the property became unoccupied

2. Insert the exact date the property will be occupied

3. Reason for premises not being occupied:

4. I can confirm that inspection of the property can be arranged by contacting:

| |
|---------------|
| Name: |
| Telephone No. |
| Address: |

5. If any change of owner or tenant has taken place since the subject became "empty" please complete the details below:

A. OWNER

| | |
|------------------|--|
| Date of Sale | |
| New Owner's name | |
| Solicitors Name | |
| Address Line 1 | |
| Address Line 2 | |
| Address Line 3 | |
| Post Code | |

B. TENANT

| | |
|------------------------------------|--|
| Date of Termination of old Tenancy | |
| Name of new tenant | |
| Alternative Address | |
| Owners Name | |
| Address Line 1 | |
| Address Line 2 | |
| Address Line 2 | |
| Your Forwarding Address Line 1 | |
| Address Line 2 | |
| Address Line 3 | |

6. EXEMPT PROPERTIES

I believe that this property should be exempt from the Empty Property Rate because: (describe which exempt category applies)

7. INDUSTRIAL PROPERTIES

I would like to apply for the 6 months full exemption and thereafter 10% relief.
Please tick box:

8. OTHER PROPERTIES FOR WHICH YOU PAY RATES WITHIN SCOTLAND

| |
|--|
| |
| |
| |

I certify that the information supplied is to the best of my knowledge and belief accurate.

Signature..... **Date**
Email Address..... **[NDR:AccountReference]**