



FOR OFFICE USE ONLY	
Reference	<input type="text"/>
Date of Issue	<input type="text"/>
Decision	<input type="text"/>
Effective Date	<input type="text"/>
Input By	<input type="text"/> On <input type="text"/>

Application for Rates Relief for an Unoccupied Property

When a non-domestic property becomes empty, no Rates are payable for the first 3 months it is unoccupied. If the property is still unoccupied after 3 months, you must pay 90% of the normal Rates bill (with certain exceptions). Please note, the full amount of Rates detailed on your bill remains due and payable until we receive your completed application form with acceptable evidence.

1. Property Address

Address

Town

Postcode

2. Are you entitled to possession of the property details above because you are:- (please tick one)

the owner?* the trustee in a Trust Deed of Sequestration? the executor of the estate of a deceased person?

the tenant? a liquidator under the Insolvency Act 1986?

*Is your company subject to a winding up order or being wound up voluntarily, under the Insolvency Act 1986? Yes No

3. What date did the property become unoccupied? / /

4. Is the property currently unoccupied? (Please tick) Yes No

NB You must submit appropriate supporting evidence that the property is/was unoccupied for the period claimed, eg. minimal electricity bills (not estimates), or a signed declaration from a solicitor, or removal/delivery receipts.

If 'No', on what date did the property become occupied? / /

If you are not the occupier from the above date, please advise the new occupier's name and contact address below:

Title	Forename	Surname
<input type="text"/>	<input type="text"/>	<input type="text"/>

Address

Town	Postcode
<input type="text"/>	<input type="text"/>

If you are unable to provide relevant supporting evidence and the property is still currently unoccupied, one of our Officers can visit the property to verify your claim.

Please tick this box to request an inspection visit.

Please note, the Council reserves the right to inspect all properties before awarding relief.

5. If the Rateable Value of the property is less than £1,700 or the property falls into one of the categories listed below then the 90% Rates is not payable as long as the property remains unoccupied.

Please tick the appropriate box below if the unoccupied property falls into one of the categories listed:

Industrial Property (when last in use) - please give details below, and indicate if any part of the property was used for the retail provision of goods and services:

Listed Building - subject of a building preservation notice as defined by Sec 56 of the Town and Country Planning (Scotland) Act 1972 or included in a list compiled under that Act.

Ancient Monument - included in the Schedule of Monuments under Section 1 of the Ancient Monuments and Archaeological Areas Act 1979.

Occupational Prohibited by Law - the owner is prohibited by law from occupying or allowing the property to be occupied (please provide documentary evidence)

Vacant due to action being taken by or on behalf of the Crown or any Local/Public Authority - with a view of prohibiting occupation or to acquiring the property (please provide documentary evidence)

6. Do we have the correct correspondence address for you? If not, please advise the correct address below:

Title	Forename	Surname
<input type="text"/>	<input type="text"/>	<input type="text"/>

Address

Town	Postcode
<input type="text"/>	<input type="text"/>

7. Declaration

I/We declare that the information on this form is correct and complete to the best of my/our knowledge. I/We authorise the Council to make any necessary enquiries to verify the information on this form. I/We authorise the Council to cross check the information I/We have given with the other sections of the Council, and with other Rating Authorities. I/We understand that if I/we give false or misleading information which is either incorrect or incomplete or fail to report any changes which might affect my/our relief I/we may be prosecuted.

Signature

Date

 / /

Print Name

Contact Tel No.

Position

Email Address

Data Protection

In line with the Data Protection Act 1988, we will process your information for the purposes of collecting any council tax you owe us. The Council has a duty to manage public funds properly. As a result, we will use the information you provide to make sure all amounts we are owed are paid on time (for example) by identifying people who have not yet paid their Council Tax and to help people who are entitled to claim benefits).

From the 1st April 2013, the Council will also be administering the new Scottish Welfare Fund in Clackmannanshire, following the abolition of the Social Fund by the Department for Works and Pensions.

Due to this change, the Revenues and Payments Service will now use personal data held for Council Tax and Housing and Council Tax Benefit purposes to assist in the processing of all claims made for Welfare Benefits to ensure that customers receive the correct amount should they apply to the Welfare Fund.

We may also use this information to prevent and detect fraud. We may share your details for the same purpose with other public organisations such as other Councils that handle public funds.

We may also share your details with other organisations including credit reference agencies and the Department for Works and Pensions, for the purposes of confirming who is living at a particular address or if claim is made for benefits.

Should you have a query regarding the above information, please contact Support Services or the Revenues and Payments Service on 01259 450000 or for further details please see www.clacksw.org.uk.