

Telephone: 01563 554400

Email: collections@east-ayrshire.gov.uk

NON DOMESTIC RATES: EMPTY PROPERTY RELIEF APPLICATION

An empty property may receive 50% relief for three months and then a 10% reduction in charge for remainder of the full vacant period. Industrial properties may be entitled to 100% relief for six months and then a 10% reduction in charge. Properties in certain categories will be entitled to 100% relief for the full vacant period.

What is the address of the property?	
When did the property become empty?	
When will the property be re-occupied?	

Please tick all of the categories that apply:

Industrial property	<input type="checkbox"/>
Property with a Rateable Value of less than £1700	<input type="checkbox"/>
Property is unoccupied due to death or insolvency	<input type="checkbox"/>
Property is prohibited by law from occupation	<input type="checkbox"/>
Property is under a compulsory purchase order	<input type="checkbox"/>
Property has a Preservation Order, is a Listed Building or Ancient Monument	<input type="checkbox"/>

Documentary evidence is required to support your claim – details below.

Evidence required/accepted:

<p>Where the property is unoccupied:</p> <p>Utility bills showing zero or minimum consumption</p> <p>Dated receipts or invoices for work carried out in the refurbishment of the property, showing the date of the work and the subject address</p> <p>Dated receipts for materials purchased for the refurbishment of the property, showing that the materials were delivered to the subject address</p> <p>Copy of a 'To Let' advert showing the date of publication and the subject address of the property</p> <p>Copy of the invoice for the 'To Let' advert showing the date of publication and the address of the property</p> <p>Signed statement or dated marketing brochure from a letting or property agent</p> <p>Signed and dated statements from two or more neighbouring businesses or residents, including details of the unoccupied period, the address in question and the names, addresses and contact telephone number of both neighbours</p> <p>Photographs showing both the inside and outside of the property, and demonstrating the date taken</p>

Where the property is prohibited by law from occupation

Written confirmation that the property is unfit for occupation from either the Council's Building Control Section or it's Environmental Health Section

Written confirmation from Police Scotland or the Scottish Fire and Rescue Service in the event the property does not meet the regulation standards or in the case of fire damage

Where the property is unoccupied due to death or insolvency

Copy of death certificate

Information from Accountant in Bankruptcy

DECLARATION

I declare that, to the best of my knowledge, the above information is correct.

I authorise East Ayrshire Council to verify the information I have provided.

I understand that deliberate provision of false information in order to achieve a financial gain is a criminal offence.

I undertake to notify East Ayrshire Council when the property becomes occupied.

Signed: _____ Print Name: _____

Position: _____ Date: _____

Telephone No: _____ E-mail: _____