

Contact: Revenues Business Team  
Tel: 0300 300 0202 (Mon-Thu 8.45am-4.45pm, Fri 8.45am-3.55pm)  
Fax: 0141 618 7052  
Email: ndr.finit@renfrewshire.gov.uk



	Subject Address:
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### APPLICATION FOR RATES RELIEF – EMPTY PROPERTY

In terms of Non Domestic Rating (Unoccupied Property) Scotland Amendment Regulations 2016, if Non Domestic properties are unoccupied the Billing Authority can grant a relief dependant on the type of property and period of inoccupation.

#### Standard commercial properties

From 1 April 2016, if your property (standard commercial) is empty you will pay 50% business rates for the first three months. After these three months you will be entitled to 10% relief.

#### Industrial properties

For industrial properties you will not have to pay any business rates for the first six months. After these six months you will be entitled to 10% relief.

#### Exempt properties

Properties that fall into the categories listed below will receive 100% relief and will not have to pay business rates.

- Properties with rateable value less than £1,700
- Properties unoccupied due to death/insolvency
- Properties prohibited by law from occupation
- Properties which are under compulsory purchase
- Properties which are listed buildings, or have a preservation order

If your property meets any of the specified exemptions, please provide any such documentation held in support of this.

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In all cases, please provide documentation in support of the property being vacant. For example, letters from the following may be accepted:

- Letting agent if the property is currently being marketed for rent.
- Local Authority confirming that the premises are vacant, for example: confirmation that work is being undertaken, or keys have been handed back.
- Contractor confirming schedule of any work to be undertaken
- Insurance company confirming work that is required to make the property habitable.

Rates reference no.	
Name of organisation claiming relief	
Date property became empty	
Why is the property empty	
Expected date of occupancy	

We may arrange a visit to your property to verify the details of the application, please provide your contact details to enable us to arrange this.

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

Mobile: \_\_\_\_\_

**DECLARATION:**

I/ We certify that the information supplied on this application is to the best of my knowledge accurate, I/we understand that to deliberately provide false information for monetary gain in relation to this application is a criminal offence.

**I/We agree to notify Renfrewshire Council immediately of any changes that may affect the entitlement to this reduction.**

**Data Protection:**

The information provided by you on this form will be used to update Non Domestic Rates. The Council may check the information provided by you with other information held. The information may need to be shared with other Council departments to check the accuracy of the information to prevent or detect fraud or crime or to protect public funds. No other disclosures will be made unless the law permits this disclosure.

Name	
Date	
Designation	
Signature	

On completion, please return to the Director of Finance & Resources  
Renfrewshire House, Cotton Street, Paisley, PA1 1AD