



Finance and Corporate Resources

Non Domestic Rates – application for empty property relief

You can complete the Non Domestic Rates application for empty property relief in Adobe Acrobat and print it out, or print it and complete it by hand, using capital letters. Email the form, and any documents we have requested, to rates@southlanarkshire.gov.uk or post to Finance and Corporate Resources, Non Domestic Rates, PO Box 3591, Glasgow G73 9ED.

If you need help completing the application form please contact Non Domestic Rates on 0303 123 1015 or email rates@southlanarkshire.gov.uk. If you need this information in another language or format, please contact us to discuss how we can best meet your needs. Phone 0303 123 1015 or email equalities@southlanarkshire.gov.uk

Please read the following before applying for this relief:

Qualifying criteria

- There should be no physical occupation by any person, for any purpose.
- The premises must not be open or available to the public.
- There should be no stock left on the premises except where these items have been abandoned by a tenant and the claim for relief is submitted by the landlord
- Only items of plant, machinery or equipment used in connection with the business of the last occupier or that are intended for use by the next occupier, remain on the premises.
- The premises, or windows of the premises, must not be used to advertise or otherwise promote any other business or property.

Level of relief awarded from 1 April 2016

- If the property is in one of the exempt categories shown below then we will award 100% relief for an unlimited period of time.
- Industrial properties – exemption is given for the first 6 months followed by 10% relief (previous empty claims may reduce the exempt period)
- All other properties – 50% relief for the first 3 months followed by 10% relief (previous empty claims may reduce the 50% relief period)

Level of relief awarded prior to 1 April 2016

- If the property is in one of the exempt categories shown below, or was an industrial property, then we will award 100% relief
- All other properties - 3 months exemption is awarded at the beginning of the empty period followed by 10% relief is awarded.

Exempt categories

- Properties with a rateable value of less than £1,700
- Properties which are empty because the person responsible for paying business rates has died or become insolvent*
- Properties which are legally prohibited from being occupied*
- Properties which are under a compulsory purchase order*
- Listed buildings, ancient monuments and buildings subject to a preservation order*
- Subjects where there are no buildings on site*

Please provide independent evidence if the period of claim is more than one month or if you are claiming 100% relief under any category marked * above.

Documentary evidence

Types of evidence accepted:

- Photographs – these must show both the inside and outside of the property, and must be digitally dated.
- Zero or minimal fuel bills. The actual fuel consumption must be shown and must not be estimated. Where the consumption is not zero, earlier or later bills must be supplied for comparison. The fuel bills must cover over 50% of the empty period.
- Dated receipts or invoices for work carried out in the refurbishment of the property. These must show the date of the work and the subject address.
- Dated receipts for materials purchased for the refurbishment of the property. These must show that the

materials were delivered to the subject address.

- Copy of a 'To Let' advert, or the invoice for a 'To Let' advert showing the date of the publication and the subject address of the property.
- Signed statement or dated marketing brochure from the letting agent. If the agent completes the application form no documentary evidence is necessary.
- Signed and dated statement from two neighbours. The statement must include details of the empty period, the address in question and the names, addresses and contact telephone number of both neighbours. We must be able to trace and contact the people providing the statements.
- Any other evidence which independently verifies that the property is/was unoccupied during the period of the claim, subject to acceptance by us.

Other points to note

- Documentary evidence is not required where the rateable value is £100 or less
- Documentary evidence is not required where the empty period is less than 1 month and is at either the beginning or the end of a period of liability.
- Documentary evidence is not required if the claim is submitted by a trustee in the case of a sequestration or trust deed, an administrator in the case of a company or LLP in administration or a liquidator in the case of a liquidation
- Documentary evidence is not required if the application form is completed by the marketing agent, property agent or estate agent.
- Unoccupied property relief cannot be granted on seasonally unoccupied properties such as caravan parks, holiday accommodation etc.
- Industrial properties which are only partly unoccupied may still qualify for partial relief, please contact us for the appropriate application form.

Declaration: The information I have provided is true and complete and I authorise you (South Lanarkshire Council) to check these details. I will tell you immediately of any changes which could affect this application.

Warning: We will check the details you have provided. If we find that you have given us false details, we may take legal action against you.

Information on how we use your personal data is available online at www.southlanarkshire.gov.uk

Signed

Date

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Name

Phone number

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Address

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Email

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If you have filled out this form for the landlord or owner please confirm the following:

Landlord's/owner's name

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Landlord's/owner's address

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Landlord's/owner's phone number

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