



Falkirk Council
Corporate & Housing Services

NON-DOMESTIC RATES

Empty Relief Application Form

Please return to:

Falkirk Council

Non-Domestic Rates Section

Callendar Square

Falkirk

FK1 1UJ

Tel: 01324 506966

Fax: 01324 501166

email: revenues9@falkirk.gov.uk

For more information you may wish to visit these websites.

Scottish Government: www.scotland.gov.uk/businessrates

Scottish Assessors Association: www.saa.gov.uk

Falkirk Council: www.falkirk.gov.uk/services/business-investment/business-rates

Business Gateway: www.bgateway.com

My Future's in Falkirk www.myfuturesinfalkirk.co.uk

FALKIRK COUNCIL - EMPTY RELIEF: Are you entitled to empty relief on your rates?

Qualifying Rules: to qualify for empty relief:

- The property must be unoccupied;
- All moveable items must be removed from the premises;
- The premises must remain completely empty & unoccupied for the duration of claim.

Award of relief from 01.04.2016:

- For industrial properties **100%** relief is given for the first **six** months that the property is unoccupied then 10% is given for the remaining period that the property is empty.
- For all non-industrial properties **50%** rates relief is given for the first **three** months that the property is empty then **10%** relief is given.

In the following cases empty relief is awarded at 100% for the full period the property is empty:

- The Rateable Value is less than £1,700;
- A Liquidator has been appointed;
- The property is being dealt with by the executor of the estate of a deceased person;
- The person dealing with the property is a Trustee appointed under a trust deed or an award of sequestration;
- The ratepayer is a Company which is being wound up under the Insolvency Act 1986;
- The property is subject to a Preservation Notice as defined by Section 52 and 56 of the Town and Country Planning Act 1972 (i.e. listed buildings);
- The property is included in a Schedule of Monuments under Section 1 of the Ancient Monuments and Archaeological Areas Act 1979;
- There is a legal prohibition from occupying the property or allowing it to be occupied;
- The property is left vacant because of action taken by, or on behalf of, the Crown or any Local or Public Authority with a view to prohibiting occupation or acquiring property.

What you need to do:

- Complete the enclosed application form(s) and return to this office.
- Ensure that all moveable items are removed, and the premises remain completely empty and unoccupied for the duration of your claim.
- Please ensure documentary evidence is provided that covers the period that the property has been empty and unoccupied since the start date of your application and, where appropriate, that it remains empty and unoccupied at the date you submit the application.
- You must submit appropriate independent evidence to support your claim such as
 - removal or delivery receipts,
 - minimal electricity accounts (before & after, but **not estimated**),
 - documents and receipts evidencing contracted works,
 - other appropriate evidence.
- A signed letter from an **independent** solicitor or chartered accountant who can **confirm categorically** that the property was empty and unoccupied for the full period of the claim. Please note that any other form of independent evidence submitted must cover the period for which the claim is made.
- You have a duty to advise us when the property becomes re-occupied.
- If there is a change of proprietor a new application is required.
- In the case of new claims for empty relief, the full amount of rates shown on your rates bill remains due until we receive your completed application form with acceptable supporting evidence and the relief is awarded.

EMPTY RELIEF APPLICATION FORM

Property Reference No.	
Name of Applicant	
Property Address	

Please confirm details of the property

Date property became empty	/	/	
Is the property continuing empty?	Yes	<input type="checkbox"/>	No
If NO , please state when occupancy will start:	/	/	
Is the property Industrial?	Yes	<input type="checkbox"/>	No
Please describe the nature of the previous occupier's use of the premises.			

Please ensure independent documentary evidence is supplied, tick below the form of evidence to be submitted.

No evidence in support of a shooting right is required

Form of evidence	Tick
Removal/Delivery Receipts	<input type="checkbox"/>
Electricity Accounts (please do not send estimated accounts)	<input type="checkbox"/>
Signed declaration from a Solicitor, Chartered Accountant or Chartered Surveyor who can confirm that the subjects are empty and unoccupied.	<input type="checkbox"/>
Other (Please specify)	<input type="checkbox"/>

Please answer the following questions

Is the ratepayer deceased?	Yes	<input type="checkbox"/>	No	
Has the Trustee/Liquidator been appointed?	Yes	<input type="checkbox"/>	No	
Is the property subject to a Preservation Order?	Yes	<input type="checkbox"/>	No	
Is the property included in the Schedule of Monuments?	Yes	<input type="checkbox"/>	No	
Is the occupation of the property legally prohibited?	Yes	<input type="checkbox"/>	No	
Is the property vacant due to action taken by the Crown/Local/Police Authority?	Yes	<input type="checkbox"/>	No	
Is this subject a shooting right?	Yes	<input type="checkbox"/>	No	
If yes, does commercial sporting shooting take place (Do you offer shooting/stalking on the land to paying participants)?	Yes	<input type="checkbox"/>	No	

Please ensure that you fully complete both sides, sign, and date the application form.

Declaration:

It is the responsibility of the applicant to ensure that the information provided in the application made for Empty Relief is true and accurate and for this purpose the applicant authorises the local authority to take such steps as necessary to verify the claim.

Please sign and date the application form, and if signing on behalf of a business please state in what capacity you are signing e.g. Owner, Director, Manager, Partner, Agent, etc.

Please read this declaration carefully before you sign and date it.

I understand and declare the following:

- **You may check the information provided with other sources as allowed by law.**
- **You may share the information provided with other organisations, such as other Scottish Local Authorities, Assessors and the Scottish Government.**
- **I must let Falkirk Council know about any change in my circumstances, which may affect my claim.**
- **I declare the information I have given on this application form is correct and complete.**

Signature	
Name in Block Capitals	
Capacity (owner, solicitor, etc.)	
Date	
Daytime Telephone number	
Email address	
Current address	

Please ensure that the declaration has been signed before returning the form.

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