**South Ayrshire Council**



**How your personal information will be used**

It is our responsibility to keep your information safe. We will only collect the minimum amount of personal information we need to process your application and we may verify the information you provide with information we currently hold on file. We may get information from third parties or give information to them to check the accuracy of information, and we may share the information you have provided with relevant bodies to manage public funds, or prevent and detect fraud, as permitted by law. To find out what to expect when the Council collects your personal information, please visit our website - <https://www.south-ayrshire.gov.uk/privacy-policy>

**EMPTY PROPERTY RELIEF**

From 1 April 2024 the reductions available for empty properties/or premises i.e. (i.e. premises not in use as an active business) are as follows:

* 50% relief of rates for a maximum of three months from the date of last occupation
* 10% relief for a further period up to a maximum of 9 months

(A change of ratepayer does not affect the qualifying time period)

If your property is unoccupied because occupation is Prohibited by Law, or in other exceptional circumstances (generally out with your control) you can apply for 100% Empty Property relief for up to 12 months

This form needs to be completed and returned as soon as possible by e-mail to: [business.rates@south-ayrshire.gov.uk](mailto:business.rates@south-ayrshire.gov.uk). (a scanned copy is acceptable) or by post to: South Ayrshire Council, Non-Domestic Rates, PO Box 31, Wellington Square, Ayr, KA7 2PL

**THE DECLARATION MUST BE SIGNED AND DATED**.

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 1. **Name of Ratepayer (As per Bill)** | | | |  | | | | |
| 1. **Property Description on which relief is being claimed e.g. shop, store, etc** | | | |  | | | | |
| 1. **Full Postal Address of property for which relief is being claimed** | | | |  | | | | |
| 1. **Rates Billing Reference No**   If Billing Account reference is not known, provide Assessor Property Reference (can be checked on <https://www.saa.gov.uk/>): | | | |  | | | | |
| 1. **Legal Structure of the Ratepayer (Please select the relevant category)** | | | | | | | | | |
| **Private Limited Company (LTD)** | | | | | **Company No** | |  | | |
| **Public Limited Company (PLC)** | | | | | **Company No** | |  | | |
| **Limited Liability Partnership (LLP)** | | | | | **Company No** | |  | | |
| **Charitable Organisation** | | | | | **Scottish Charity No** | |  | | |
| **Sole Trader** | | | **YES/NO** | | **Partnership** | | **YES/NO** | | |
| **Individual** | | | **YES/NO** | | **Other (Please state)** | | | | |
| **Exact date the property became unoccupied** | | | | | |  | | | |
| **Date the property will be occupied (or nearest estimate)** | | | | | |  | | | |
| **Reason for the property not being occupied –** | | | | | | | | | |
| **The property may be entitled to 100% relief for up to 12 months from the date the property was last occupied if occupation is Prohibited by Law, or in other exceptional circumstances (generally out with your control). Please provide full details below including any Building Warrant application number and any other relevant information. NB supporting evidence such as confirmation of the circumstances from building control, environmental health or Scottish Fire & Rescue can be emailed to** [**business.rates@south-ayrshire.gov.uk**](mailto:business.rates@south-ayrshire.gov.uk) | | | | | | | | | |
| **Properties where occupation is prohibited by law** | | | | | | | | | |
| **Other exceptional circumstances** | | | | | | | | | |
| **It may be necessary to inspect the property; therefore, the following information is required:** | | | | | | | | | |
| **Contact Name** |  | | | | | | | | |
| **Contact Address** |  | | | | | | | | |
| **Daytime Phone No.** |  | | | | | | | | |
| **E-mail Address** |  | | | | | | | | |
| **If any change of ownership or occupation has taken place since the property became empty, please complete the relevant section below:** | | | | | | | | | |
| **­Date of Sale** | |  | | | | | | | |
| **Name of New owner** | |  | | | | | | | |
| **Name & Address of Solicitor acting in sale** | |  | | | | | | | |
| **New Owners Contact Address (if known)** | |  | | | | | | | |
| **New Owners Daytime Phone No (if known)** | |  | | | | | | | |
| **New Owners E-mail Address (if known)** | |  | | | | | | | |
| **If any change of tenancy has taken place since the property became empty, please complete the relevant section below and provide a copy of your signed lease -** | | | | | | | | | |
| **­Date Lease terminated** | |  | | | | | | | |
| **Name of New Tenant** | |  | | | | | | | |
| **New Tenants Contact Address** | |  | | | | | | | |
| **Owner’s Name & Address** | |  | | | | | | | |
| **Owner’s Daytime Phone No.** | |  | | | | | | | |
| **Owner’s E-mail Address** | |  | | | | | | | |
| **Subsidy Rules under the Subsidy Control Act 2022** | | | | | | | | | |
| Have you (i.e., your business/organisation) received public sector assistance over the last 3 years\* that in total would **exceed £315,000**, or would you expect to exceed that threshold if this relief were granted to you? (\*current and previous two accounting years of your club/organisation) | | | | | | | **YES** | **NO** | |

|  |  |
| --- | --- |
| **Declaration**  **Please read this declaration carefully before you sign and date it.**   * **I am, or I am duly authorised by the Ratepayer to make the application.** * **I declare that the information given on this form is to the best of my knowledge accurate and complete.** * **I authorise the Council to make any necessary enquiries to check the information.** * **I understand that to deliberately provide false information for monetary advantage is a criminal offence** * **I understand that the Council will reclaim any incorrectly awarded Non-Domestic Rates Relief.** | |
| **Applicant Name** |  |
| **Capacity (e.g. Owner, Tenant, Agent, Employee)** |  |
| **Signature** |  |
| **Date** |  |