**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**

The reductions available for empty premises are as follows:

* we can grant 50% relief of rates for a maximum of three months to business properties which are empty
* when properties remain empty longer than three months, 90% of the property charge is billed
* if a property is unoccupied from 1 April 2016 and is an Industrial Building with no retail element, we can grant 100% relief for a maximum of six months
* when the properties remain empty longer than six months a 90% charge is then billed

Certain categories may be exempt from the 90% property charge, as detailed in section 9.

This form needs to be completed and returned as soon as possible by e-mail to: 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**.

|  |  |
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| 1. **Ratepayer (As per Bill)**
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| 1. **Property Description on which relief is being claimed**
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| 1. **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. **Rateable Value**
 |  |

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| 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)** |  |
| **Is this an industrial type property?**  | **YES** | **NO** |
| **Reason for the property not being occupied –**  |
| **The property may be exempt from the 90% empty rate if it falls in to one of the following categories: (Please select relevant category)** |
| Properties which are listed buildings or have a preservation order | **YES** | **NO** |
| Properties with a rateable value of less than £1.7k | **YES** | **NO** |
| Properties where the person entitled to possession is a trustee for sequestration, liquidation or executors | **YES** | **NO** |
| Properties where the company has been wound up under the Insolvency Act | **YES** | **NO** |
| Properties where occupation is prohibited by law | **YES** | **NO** |
| Properties which are under compulsory purchase | **YES** | **NO** |
| Properties that do not comprise of any building or part-building | **YES** | **NO** |
| Properties where there are no buildings on the land and where no commercial shooting or stalking takes place.  | **YES** | **NO** |
| **It may be necessary to inspect the property; therefore, the following information is required:** |
| **Contact Name** |  |
| **Contact Address** |  |
| **Daytime Contact Tele 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** |  |
| **Contact Address** |  |
| **Daytime Contact tele no.**  |  |
| **E-mail Address**  |  |
| **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 Contact tele 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** |

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| **Declaration****Please read this declaration carefully before you sign and date it.*** **I am, or am duly authorised by, the Ratepayer to make the application.**
* **I declare that the information given on this form is correct and complete to the best of my knowledge.**
* **I authorise the Council to make any necessary enquiries to check the information.**
* **I authorise the Council to cross check the information with other Councils in Scotland.**
* **I undertake to advise the Council of any change of circumstances, including the occupation / vacation of any other property I may occupy in Scotland which may affect liability for Non-Domestic Rates Relief.**
* **I understand that if I give information that is incorrect or incomplete or fail to report changes in circumstances, I (or the Ratepayer I represent) may be prosecuted.**
* **I understand that the Council will reclaim any incorrectly awarded Non-Domestic Rates Relief.**
* **I have read and understand the statement above about the use of personal information, the Revenues privacy notice is available at https://www.south-ayrshire.gov.uk/privacy-policy**
* **I claim the above relief from Non-Domestic Rates liability.**
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| **Applicant Name** |  |
| **Capacity (e.g. Owner, Tenant, Agent, Employee)** |  |
| **Telephone Number** |  |
| **E-mail Address** |  |
| **Contact Address** |  |
| **Your Signature** |  |
| **Date** |  |