

**NON-DOMESTIC RATES APPLICATION FOR EMPTY PROPERTY RELIEF**

A separate application is required for each rateable property

Account Reference

Name & Contact Address of Organisation	
Tel. No:	Email address:

Please declare which of the following applies to you (tick applicable box):

Individual	Sole Trader	Private Limited Company (LTD)
Public Limited Company (PLC)	Limited Liability Partnership (LLP)	Charitable Organisation

**The Property**

The address of the property for which you are claiming;

Address

Exact date you became liable for this property:	<input type="text"/>
Exact date the property became unoccupied:	<input type="text"/>
Are you the property owner or tenant?	<input type="text"/>
Expected date of occupancy or, if reoccupied, name and address of the new occupier:	<input type="text"/>

**Properties Exempt from the Empty Rate** (indicate any that apply)

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

The rateable value of this property is below £1700:	<input type="checkbox"/>
The property is a listed building or has a preservation order:	<input type="checkbox"/>
Occupation of these premises is prohibited by law	<input type="checkbox"/>
The property is under compulsory purchase	<input type="checkbox"/>

The property is unoccupied due to death or insolvency

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

### Empty property relief

This is a standard commercial property

This is an industrial property (e.g. factory, non-retail warehouse or workshop)

Premises should be completely unoccupied to qualify for empty property relief although part empty industrial subjects may still qualify.

Every property is entitled to a single period of 3 months 50% relief when empty. Industrial properties are entitled to full relief for the first 6 months, but you should be aware that if the property has been empty prior to your interest in it, then you may not qualify for any period of 50% or full relief. After this initial 3- or 6-month period rates are charged at 90% of the normal amount for the remainder of the empty period.

### Documentary evidence:

Some documentary back-up to your claim is required. We will accept zero or minimal fuel bills, receipts for work carried out, copies of adverts, bills for adverts, signed statement from Agents, signed statements from two neighbours, a dated marketing brochure or other proof that the premises were empty.

The premises may also be visited to confirm that they are empty please provide the following:

A contact name and address:

A contact telephone number:

### Declaration

I declare that to the best of my knowledge the information given is correct and complete. I authorise Dumfries & Galloway Council to make any enquiries to check the information. A full list of recipients of rates relief will be published nationally. Personal information will be removed.

I will advise the Council of any change in circumstances that may affect this application for Non-Domestic Rates Relief.

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

Name (Block capitals):

Capacity:

Signature:

Date:

You can complete and return this form and the requested documents by email to [ndr@dumgal.gov.uk](mailto:ndr@dumgal.gov.uk) or by mail to Dumfries and Galloway Council, Communities Directorate, Local Taxation Team, PO Box 9089, Dumfries, DG1 9EB

**For enquiries please telephone 01387 260085 or email [ndr@dumgal.gov.uk](mailto:ndr@dumgal.gov.uk)**

The Data Controller of the personal information being collected and processed is Dumfries and Galloway Council. This privacy notice will inform you why we collect your personal data, how long we will keep your data, the intended processing of your data and any other information that will make the processing of your data fair, lawful and transparent. Should the Council intend to process your data for another reason, which is not specified in this notice, or for statutory functions; the Council will contact you to provide information.

Dumfries and Galloway Council Contact Details:

Address: Dumfries and Galloway Council, Council Headquarters, English Street, DG1 2DD

Email: [contact@dumgal.gov.uk](mailto:contact@dumgal.gov.uk)

Telephone: 0303 333 3000

Data Protection Officer's Contact Details:

Address: Data Protection Officer, Dumfries and Galloway Council, Council Headquarters, English Street, DG1 2DD

Email: [dataprotection@dumgal.gov.uk](mailto:dataprotection@dumgal.gov.uk)

Telephone: 01387 260315

Dumfries and Galloway Council are collecting your data to allow us to administer and collect Non-Domestic Rates.

The Council need to collect your name, your business name, your business address, your correspondence address and the name and address of any business partners you have.

The legal basis for collecting your data is that we have a legal obligation under the Local Government Finance Act 1992 to administer and collect Non-Domestic Rates. As the data we collect is a statutory requirement, if you do not provide your personal details your liability for Non-Domestic Rates may be incorrect.

Your information may be shared internally with other Council Departments, externally with other local authorities, externally with organisations responsible for auditing the Council, externally with Credit Reference Agencies, externally with the Department for Work and Pensions. We share this information to allow us to ensure your liability for Non-Domestic Rates is correct and to enable collection of the same. Your data will be stored in accordance with Non-Domestic Rates recovery procedures, and for a minimum of 7 years. To keep your data secure, it will be held on a password-protected network; with access restricted to staff that have a business need to access your data.

You have the:

- Right to be informed
- Right to access
- Right not to be subject to automated individual decision-making, including profiling
- Right to object or restrict processing
- Right to data portability
- Rights to correction and deletion

You have a responsibility to contact Dumfries and Galloway Council to update your information if it changes.

Should you wish to lodge a complaint, provided are the details of the supervisory authority; the Information Commissioner's Office (ICO):

Address: Information Commissioner's Officer, Wycliffe House, Water Lane. Wilmslow, Cheshire

Telephone: 0303 123 1113