

VACANT PROPERTY DECLARATION FORM

Please complete and return, along with relevant supporting documentation to:
TIPPERARY COUNTY COUNCIL, REVENUE SECTION, CIVIC OFFICES, LIMERICK ROAD, NENAGH, CO. TIPPERARY

1. Name of Owner: _____ Customer No.: _____

Correspondence Address: _____

Contact Details: (Landline) _____ (Mobile) _____ (Email) _____

2. Location of Premises: _____

3. LAID No: _____ Valuation Office No: _____ (These Nos can be found on your Rates Bill)

4. Period of Vacancy: From ___/___/_____ To ___/___/_____ (dd/mm/yyyy)

5. Category 1. 2. 3. (See Overleaf)

The premises became vacant on _____ day of _____ 20____ and remained wholly empty and unoccupied for the period shown at Section 4 above **by reason of the fact that:**

(Please tick the reason for vacancy below and complete the applicable Section (A or B) in respect of the vacancy)

Reason for Vacancy:

- Vacant and available for letting **Complete Section A below**
 - For the purpose of repairs and alterations **Complete Section B below**
 - Other (e.g. for sale, disused) –outline reason
- For vacancy in the space provided opposite _____

SECTION A: Premises unoccupied due to Inability to Obtain a Suitable Tenant/Unable to let

State the rent sought in respect of the period during which premises was unoccupied: _____

State the steps taken to obtain a suitable tenant: _____

Documentary Evidence must be provided – e.g. Press advertisements, online adverts, evidence of signage, etc.

SECTION B: Premises unoccupied for the Purpose of Additions, Alterations or Repairs.

Nature of the Additions, Alterations or Repairs: _____

Name & Address of Contractor: _____

Period of Work: Commenced on ___/___/_____ Completed on ___/___/_____

If Work in Progress state: Estimated Completion Date: ___/___/_____

Please supply Documentary Evidence – e.g. Cert from Contractor/Architect, Receipts for work done, Materials, etc.

STATUTORY DECLARATION: I HEREBY DECLARE THAT:

1. I am the Owner/Rated Occupier of the premises.
2. The premises became vacant on the dates shown above and remained wholly empty and unoccupied for the reason outlined above.

I make this solemn declaration for the satisfaction of Tipperary County Council, conscientiously believing the same to be true by virtue of the Statutory Declaration Act, 1938.

Declared before me by the Applicant who is known, or has been identified to me, personally.

SIGNATURE OF OWNER

SIGNATURE OF PEACE COMMISSIONER / SOLICITOR/GARDA

DATE

Commercial Rates remain payable on vacant property. Where a property is vacant on the date of making the rate owners must complete the form overleaf and submit it to Revenue Section, along with relevant supporting documentation, in order to claim vacancy relief on vacant premises.

Requirements to claim Vacancy Relief of Commercial Rates on vacant commercial property.

- *The property must be vacant on the date of making the rate for the year in question.*
- *The property must be available to let and the owner is bona fide unable to find a suitable tenant at a reasonable rent, or the property must be vacant for the purpose of carrying out of additions, alterations or repairs.*
- *Completed Form, with evidence, and payment (if appropriate) to be submitted*

From January 2020 owners may be liable for a portion of the commercial rates due in respect of their vacant premises in accordance with the table below.

Category	% Relief/Payment
Category 1: Qualified Vacant Properties with a rates bill up to €5,000	100% Vacancy Relief
Category 2: Qualified Vacant Properties with a rates bill over €5,000, but less than €10,000	85% Vacancy Relief 15% to be paid
Category 3: Qualified Vacant Properties with a rates bill over €10,000	70% Vacancy Relief 30% to be paid

The portion payable **must be paid** before any vacancy relief will be applied to a rate account.

PRIVACY NOTICE

The council also has a **Privacy Statement** which is a general document about how we approach data protection as an Organisation and is available on the council's website <https://www.tipperarycoco.ie/your-council/tipperary-county-council-privacy-statement> or on request from this department.

1. Contact details of the data protection officer; Data Protection Office: Telephone: 0818 065000. email: dataprotection@tipperarycoco.ie

2. Tipperary County Council (hereinafter referred to as "the Council") is collecting and processing this information for the purposes of processing a vacant premises application in accordance with Section 14(1) of the Local Government Act, 1946. The Council may use contact details provided to contact you in relation to other matters pertaining to Commercial Rates.

3. The recipients or categories of recipients of the personal data It may be necessary sometimes for Tipperary County Council to share the information provided with other relevant statutory bodies and other trusted parties who provide technical support in accordance with appropriate data processing agreements, (e.g. Valuation Office, The Council's Solicitor, relevant contractors).

4. The retention periods or the criteria used to determine that period is under the Local Authority National Records Retention Policy <https://www.lgma.ie/en/publications/corporate/national-retention-policy-for-localauthority.pdf>

5. Details on rights of access to and rectification/deletion of personal data. You have the right to request access to personal data held about you, obtain confirmation as to whether data concerning you exists, be informed of the content and source of data and check its accuracy. Please see our Privacy Statement for further details. Please note that to help protect your privacy we take steps to verify your identity, before granting access to personal data.

6. The right to lodge a complaint with the supervisory authority. ☒ If you have contacted us about a personal data matter and you are unhappy with the outcome, you can raise the matter with the Data Protection Commission, Canal House, Station Road, Portlannington, Co. Laois, Ireland.

Before doing so it is recommended that you contact Tipperary County Council (dataprotection@tipperarycoco.ie) to establish the circumstances and to indicate your intention to complain to the Data Protection Commission's Office.

We may be in a position to resolve the problem in a timely manner. If you are not satisfied with our response, or if you do not receive a response, at that point you could make a complaint to the Data Protection Commission's Office. The Data Protection Commission website <https://www.dataprotection.ie/> has further details and the online form to be completed if you wish to raise a concern or make a complaint.

Rates on Relevant Property

Application for Write Off due to property being vacant and for letting.

Certification by Auctioneer/ Estate Agent:

Property Details	
1	Property Address:
2	Unit No if applicable:
3	Description of Property as per advertisement:
4	Date(s) of Advertisement of Notice(s):
5	Is it displayed on a website? If so, what website?
6	Date property was entered on your books for lease / let:
7	Date that property was removed from your books for lease / let: (if applicable)
8	Was the property for sale during the period?
9	Rent being sought for the property
10	Is there a sign displayed on the property stating that it is available for letting? State location of sign at the premises.
11	Expressions of Interest, if any: (Give details on separate sheet if necessary)
12	Outcome of expressions of interest. Response of Owner/Landlord
Agents Details	
13	Agents Name / Business Name
14	Agents Business Address

I certify that the details as supplied in relation to this property are true and correct.

Signature: _____

Print Name: _____

Agent's Stamp
