



**MORAY COUNCIL
CORPORATE SERVICES
Non Domestic Rates**

Empty Property Rates Relief Application Form

Name.....
 Address.....

 Postcode.....

Office use Only

Account Reference.....
 Date of Issue.....
 Please return by.....

Qualification

An award of Empty Property Relief may be made if a property is unoccupied and has been cleared of all moveable items

Completion Instructions

If you want to apply for this relief, please complete this form in BLOCK CAPITALS and **black ink**.

Parts 1 to 3 should be filled in by the **ratepayer** (as named on the bill).

- Part 2a should only be filled in by the **owner** of a vacant property; or
- Part 2b should only be filled in by the **tenant** of a vacant property;

A **separate** application must be made for each property

For further information or help in completing this form please telephone **(01343) 563456**.
Any information given will be treated in the strictest confidence.

Part 1: Ratepayer Details

Ratepayer's Name

Correspondence Address

.....Postcode.....

Property Address (if different to above)

.....Postcode.....

Account Reference Property Reference

Part 2a: Property vacated by Owner

Exact date the property became vacant.....

Has the property been cleared of all moveable items? Yes No

If "Yes", state the exact date all furniture, stock, etc, removed.....

Is the property being advertised for sale? Yes No

If "Yes", please provide the name of the solicitor/agent dealing with the sale.....

.....

Has the property now been leased? Yes No

If "Yes", please provide exact date, name and address of new owner.....

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Part 2b: Property vacated by Tenant

Has your lease ended?

Yes No

If "Yes", state the exact date your lease ended.....

If "Yes", state your forwarding address.....

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If "No", state the exact date your lease will end.....

If you have a lease, you are still responsible for business rates even if the property is awarded empty property rates relief. You must advise us if you re-occupy the property, or if the lease is ended.

Has the property been cleared of all moveable items?

Yes No

If "Yes", state the exact date all furniture, stock, etc, removed.....

If "No", what is still in the property.....

.....

.....

Please provide the name and address of your landlord.....

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Part 3: Declaration

I declare that the information on this application is true and correct. I authorise the Council to make any necessary enquiries to check the information given on this application, including cross checking details with other Council Services and external Organisations. I undertake to inform you of any change in circumstances as soon as it occurs. I understand that if I give information that is incorrect or incomplete or fail to report changes in circumstances, I may be prosecuted.

Signature Date

Print Name Telephone

Email Mobile

Moray Council is the data controller for this process. The information provided by you for the purposes of determining Non Domestic Rates liability will be stored by us in accordance with the General Data Protection Regulation (GDPR) and the Data Protection Act (DPA) 2018. The information that we hold must be accurate, up to date, and kept only for as long as necessary. It is shared only where we are legally obliged to do so. You may refer to our published Non Domestic Rates Privacy Notice for more information. It can be found at <http://www.moray.gov.uk/downloads/file123143.pdf>

Please return this form to: **Moray Council, Revenues Section, High Street, Elgin, IV30 1BX.**

If you wish further information regarding this form or any other Non Domestic Rates query, please contact us:

Telephone: **01343 563456** Email: ndr-enq@moray.gov.uk Website: www.moray.gov.uk