



MORAY COUNCIL
CORPORATE SERVICES
Non Domestic Rates

Exemption from Unoccupied Charge Application Form

Name.....

Address.....

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..... Postcode.....

Office use Only

Account Reference.....

Date of Issue.....

Please return by.....

Introduction

Some classes of property are entitled to exemption from the unoccupied property charge.

Qualification

An award of Unoccupied Property Charge Exemption may be made if the property satisfies one of the conditions stated in the **Property Details** section overleaf.

Completion Instructions

If you want to apply for this relief, 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).

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 2: Property Details

Does the unoccupied property meet one of the following conditions (please tick the appropriate box)?

1. Is the property listed as a building of special architectural or historic interest or the subject of a preservation order? Yes No
2. Is the property included in the schedule of monuments? Yes No
3. Is the person entitled to possession of the property:
- (a) Trustee under a trust deed for creditors or an award of sequestration? Yes No
- (b) Court appointed Liquidator? Yes No
- (c) Company or limited liability partnership subject to a voluntary winding up order? Yes No
- (d) Executor of the estate of a deceased person? Yes No
- (e) Subject to an Administration order? Yes No
4. Is the occupation of the property prohibited by law, or any local or public authority? Yes No

If you answered YES to any questions 1 to 4, please provide details and documentary evidence.

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5. Was the property constructed or adapted for use in the course of a trade or business and used for one or more of the following purposes?
- (a) The generation of electricity? Yes No
- (b) The working or processing of minerals? Yes No
- (c) Storage? Yes No
- (d) The manufacture, repair or adaption of goods or materials or the subjection of goods or materials to any process? Yes No

If you have answered YES to any part of question 5 please provide details of the activities carried out in the property.....

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6. Was any part of the property used for retail purposes? Yes No

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