****

**Property & Account Details**

**Property Address:** **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Valuation Office No: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ LAID No: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

(Located on your Rates Invoice) (Office Use Only)

**Owner/Occupier Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Correspondence Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Eircode Ref: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Contact No: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Customer Account No: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

(Located on your Rates Invoice)

**DECLARATION OF VACANCY**

The property is/has been vacant because (**please tick which applies**)

**A. The property was unoccupied for all or part of the year, but was available for Let.**

**You must include** supporting documentation such as an Auctioneer’s letter, newspaper or online advertisements or other proof verifying that the premises has been advertised as **vacant and for let** for the full period of vacancy claimed.

**B. The owner has been legitimately engaged in the REDEVELOPMENT/CHANGE OF USE of the property.**

**You must include** supporting documentation such as Certification from Contractor / Architect of works carried out and their duration, copies of invoices, planning permission reference or any other documentation deemed acceptable by the council which details the extent of the works undertaken and the commencement and completion, or anticipated completion, dates.

**Please give a brief description of the works undertaken including the Name of the Contractor involved:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Year 1: Period of Vacancy: Date From: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date To: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Year 2: Period of Vacancy: Date From: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date To: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Year 3: Period of Vacancy: Date From: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date To: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**(dd/mm/yyyy) (dd/mm/yyyy)**

**STATUTORY DECLARATION**

I hereby declare that the aforementioned property qualifies for vacancy relief/refund. I make this Solemn Declaration for the satisfaction of the Waterford City & County Council, conscientiously believing the same to be true, and by virtue of the provisions of the Statutory Declarations Act, 1938.

Signature of Applicant: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Contact No: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Made and subscribed before me, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ a Peace Commissioner for the City and County of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

**FOR OFFICE USE ONLY**

Year 1: Period of Vacancy: Date From: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date To: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Year 2: Period of Vacancy: Date From: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date To: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Year 3: Period of Vacancy: Date From: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date To: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**TOTAL ANNUAL RATES € \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ AMOUNT OF RELIEF/REFUND € \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**I CERTIFY THAT:**

**I have examined the above Declaration claiming relief/refund of rates and can confirm that, to the best of my knowledge and belief, all the particulars submitted satisfy the provisions of the Local Government Acts 1925 - 2019 to qualify the property for vacancy relief/refund.**

**Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Rates Collector**

**Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Rates Inspector**

**Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Head of Finance**

**Please return completed application form together with supporting documentation to the Commercial Rates Department, Waterford City & County Council, The Mall Waterford or Civic Offices, Dungarvan, Co. Waterford.**

**EXPLANATORY INFORMATION**

**FOR COMPLETEION OF THE VACANT PROEPRTY RELIEF/REFUND APPLICATION FORM**

Please ensure that the completed application form is submitted with comprehensive supporting documentation as follows:

1. **VACANCY DUE where the property was unoccupied for ALL or PART, of the year**

If relief is being applied for on the basis that a suitable tenant could not be found for the property please include, with your application, supporting documentation such as an Auctioneer’s letter, newspaper or online advertisements or other proof verifying that the premises has been advertised as **vacant and for let** for the full period of vacancy claimed.

1. **VACANCY DUE to the REDEVELOPMENT/CHANGE OF USE of the property**

If relief is being sought on the basis that the property was vacant for reasons redevelopment, repairs or alterations. Please include supporting documentation such as: Certification from Contractor / Architect of works carried out and the duration of same, copies of invoices, planning permission reference or any other documentation deemed acceptable by the council which details the extent and duration of the works undertaken.

***(Note:*** When vacancy has occurred due to re-development / change of use, 100% relief may be granted while the relevant planning process is underway and for the period of time that the works have been undertaken.

However, 100% relief will not be granted during any period of undue delay between or within these two distict phases of Planning and Construction. It is at the council’s discretion that any delays are considered reasonable.)

For further information relating to the Vacancy Relief/Refund Scheme please contact 0761 10 2027 for assistance.

***Please note that only fully completed application forms submitted with the relevant supporting documentation can be considered for Vacancy Relief.***

**Rates of Vacancy Relief**

|  |  |  |
| --- | --- | --- |
| **Year** | **% Vacancy Relief** | **% Rates liability due** |
| **Pre 2016** | 100% | n/a |
| **2016** | 80% | 20% |
| **2017 – 2019** | 55% | 45% |
| **2020** | 40% | 60% |

The Statutory Budget provides for the vacancy relief allowable. The following details the maximum rates available: