



Comhairle Cathrach & Contae Phort Láirge
Waterford City & County Council

**APPLICATION FOR VACANCY RELIEF / REFUND OF COMMERCIAL RATES ON
VACANT PROPERTIES**

Property Address:	_____			
Valuation Office No: <small>(Located on your Rates Invoice)</small>	_____	LAID No:	_____	<small>(Office Use Only)</small>
Owner/Occupier Name:	_____			
Correspondence Address:	_____			
Contact No:	_____			
Customer Account No: <small>(Located on your Rates Invoice)</small>	_____			
Property Owner Name: <small>(If different)</small>	_____	Contact No:	_____	

DECLARATION OF VACANCY

The maximum vacancy relief allowable (for full year vacancy) in 2020 is 40% relief with 60% due for payment.

The maximum vacancy relief allowable (for full year vacancy) in 2017, 2018, 2019 is 55% relief with 45% due for payment.

Period of Vacancy:	Date From: _____	Date To: _____
	Date From: _____	Date To: _____
	Date From: _____	Date To: _____
	Date From: _____	Date To: _____
	<small>(dd/mm/yyyy)</small>	<small>(dd/mm/yyyy)</small>

A. VACANCY DUE TO INABILITY TO FIND A SUITABLE TENANT

Has the property been advertised for lease: Yes: _____ No: _____

Letting Agent: _____

OR

B. VACANCY DUE TO EXECUTION OF ALTERATIONS OR REPAIRS

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

Date of Commencement of Works: _____ Completion Date: _____

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

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: _____
 Rates Collector

Date: _____

Signed: _____
 Rates Inspector

Date: _____

Signed: _____
 Head of Finance

Date: _____

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 COMPLETION OF THE VACANT PROPERTY RELIEF/REFUND APPLICATION FORM

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

A. VACANCY DUE TO INABILITY TO FIND A SUITABLE TENANT

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.

B. VACANCY DUE TO EXECUTION OF ALTERATIONS OR REPAIRS

If relief is being sought on the basis that the property was vacant for reasons of repairs or alterations please include, with your application, supporting documentation such as a contract/letter of works, copies of invoices, planning permission reference or any other documentation detailing the extent of the works undertaken.

For further information relating to the Vacancy Relief/Refund Scheme please contact 0761 10 2027 or 0761 10 2120 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

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

Prior to 2016:	100%
2016:	80%
2017-2019:	55%
2020:	40%

40% vacancy relief is the maximum rate allowable from 2020 onwards with the remaining 60% of the rates liability payable on the property