



Director
Lynn Brown
MA (Hons)
CPFA

Glasgow City Council
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Telephone 0141-287-7333
Telephone Enquiries Opening Hours: Monday to Friday
9.00am - 4.30pm

Our Ref:
Date:

Your Ref:

Dear

**NON DOMESTIC RATES - APPLICATION FOR REMISSION OF RATES
THE NON DOMESTIC RATING (UNOCCUPIED PROPERTY) (SCOTLAND) REGULATIONS 1994**

RATES YEAR

SUBJECT ADDRESS

PROPERTY DESCRIPTION

I refer to your application for the above.

Remission of rates is granted in terms of the Non Domestic Rating (Unoccupied Property) (Scotland) Regulations 1994 for a maximum period of 3 months. With effect from 1st April 2013, after the 3 month maximum period is over, 90% of the rates charge is payable, unless the property is in one of the categories listed below, which will continue to receive relief at 100%.

For empty periods prior to 1st April 2013, 50% of the charge is payable, except in the categories listed below, which will continue to receive relief at 100%

- Industrial
- Rateable Value less than £1,500 (to 31 March 2000) or £1,700 (from 01 April 2000)
- Unoccupied due to death or insolvency
- Occupation prohibited by law
- Under compulsory purchase order
- Under preservation order, Listed Buildings and Ancient Monuments

Section 6 of the enclosed application form should be completed if your property is in one of these categories.

Yours

D.Morgan

Revenues and Benefits Manager (North East Services)

If phoning or visiting please ask for Non-Domestic Rates Telephone no. 0141-287-7333

Glasgow City Council will never telephone you asking for your bank details to refund your Council Tax

NNDR+A60922+DEPR140909

REMISSION OF RATES APPLICATION

RATES YEAR _____

SUBJECT ADDRESS _____

RATES REFERENCE NUMBER _____

1. When did the property become unoccupied? (dd/mm/yyyy)

_____ / _____ / _____

2. When will the property be occupied? (dd/mm/yyyy)

_____ / _____ / _____

(If full period is unknown give estimated date)

3. Reason the property was not occupied:

4. (A) As we may need to inspect the property before your claim can be assessed please complete the following:

I confirm that inspection of the property before your claim can be assessed please complete the following:

Name: _____

Address: _____

Telephone Number: _____

Email address: _____

- (B) Before I process your application for relief, I require one of the following: -**

- (1) an original Electricity bill showing minimal usage (estimated and customer read bills are not acceptable as proof)**
- (2) an original letter from the letting agents confirming marketing details**
- (3) confirmation from the Council relating to derelict/uninhabitable property**
- (4) receipts/estimates from a reputable contractor for refurbishment**

5. The following section should be completed if there has been any change in the property since it became empty.

- (A) OWNER

Date of Sale _____

Name of new owner(s) _____

Name and address of your Solicitor _____

Your forwarding address _____

Your daytime telephone no/email address _____

(B) TENANT

Date tenancy was ended

Name and address of new tenant

Your forwarding address

Your daytime telephone no/email address

6. Please give details of the use of the property prior to the empty period claimed.

7. EXEMPT PROPERTIES

The property I am responsible for should be exempt for the following reason(s): -

I/We confirm that the information supplied is correct.

I/We understand that to provide false information for financial gain is a civil offence.

Name

(BLOCK CAPITALS PLEASE)

SIGNATURE

DATE

EMAIL ADDRESS

DAYTIME TELEPHONE NO

The Council is under an obligation to manage public funds properly. Accordingly information that you provide will be used to ensure all sums due to the Council are paid timeously. The information may also be used to prevent and detect fraud. It is also possible that this information may be shared for the same purposes with public bodies, including neighbouring Councils or other organisations which handle public funds.