



ABERDEEN
CITY COUNCIL

Business Rates
Aberdeen City Council
Business Hub 16
Marischal College
Broad Street
Aberdeen AB10 1AB

Phone: 01224 346146
Fax: 01224 346700
Email: businessrates@aberdeencity.gov.uk

Application for empty property rates relief

If your business property is unoccupied and unfurnished you can apply for empty property relief. Our definition of unfurnished is cleared of all moveable items otherwise the property is being used for storage.

If your property is not an exempt category, you can get the following rates relief:

- 3 months (92 days) full relief, then
- 50% relief from the normal occupied charge for as long as the property remains empty.

If your property is in an exempt category, then full relief from unoccupied rates can be given from the date the property become empty. Exempt categories include:

- Industrial subjects
- Listed buildings
- Properties with a rateable value less than £1700
- Properties where occupation or use is prohibited by law.

If you want to check what relief you are entitled to, please contact Business Rates as noted above.

Applying for empty property relief:

So that we know what kind of relief you are entitled to and for how long, we need all applications to be made in writing using this form. Please answer all the relevant questions and provide additional information if this is necessary.

Please also remember to sign and date the form before sending it to us.

Once we have received your application and checked you are entitled to a reduction, we will send out a revised business rates bill to you. You must also notify us of any changes to the status of the property, for example if it is re-occupied or if you use it to store goods or stock.

Your completed form should be returned to: Business Rates, Aberdeen City Council, Business Hub 16, Marischal College, Broad Street, Aberdeen AB10 1AB.

Section A - Details of your business

Name of your business: _____

What is your business address?: _____

Who can we contact about your application? _____

What is their title or position? _____

What are their contact details? Phone: _____ e-mail: _____

Section B - Property details

The property that is empty is: _____

Please give us the reference number from your rates bill _____

What was the property last used for? _____

What date did the property become empty? _____

If there is still some use being made of the property, please tell us what this is (we may still be able to give empty relief): _____

Section C - Other information

As the property is empty, is there an alternative address where we can send correspondence to you?

If you were a tenant, has your lease ended? Yes No

If "no" when will your lease end? _____

If you still have a lease, you are still the rateable occupier of the property, even if empty property relief is given. You must advise us if you re-occupy the property or if the lease is brought to an end.

If the rateable value of your property is over £100,000, it is Council policy to carry out a visit to verify that empty rates relief should be given. We will contact you about this.

Section D - Declaration

I declare the information I have given is true and accurate. I give you permission to make enquiries to check the information I have given. I also understand that if I give false information, rates relief may be cancelled without further notice.

Signature _____ Date _____