Qualifications

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. Exceptions may relate to industrial subjects where certain plant and machinery remains.

From 01 April 2016 the following categories of empty rates relief are applicable:

- Non-exempt properties (e.g. offices, retail and leisure subjects): empty relief is calculated at 50% of the normal charge for the first three months and thereafter 10% relief applies for the remainder of the period whilst the property is empty.
- Industrial subjects (e.g. factories, warehouses and workshops): full relief from the normal charge is calculated for the first six months and thereafter 10% relief applies for the remainder of the period whilst the property is empty.
- Exempt properties (e.g. rateable value less than £1,700, listed buildings (including any subjects in the above two categories), properties where occupation is prohibited by law): full exemption from the normal rates charge will continue to apply for the period the property is empty.

If the rateable value of your property is over £50,000, it is our policy to carry out a visit to confirm that empty rates relief should be given. We will contact you about this to arrange access if necessary.

To check what relief you are entitled to, please contact the Business Rates Team using the contact details on the reverse.

How to complete the form

If you think your property may be eligible for this relief, please complete the five parts of this form in BLOCK CAPITALS and black ink.

- All requests for relief must be made on this application form.
- A separate application must be made for each property.
- Evidence must be sent with this application form (detailed in Section 4).

For further information or help in completing this form please telephone 01224 346146

Any information given will be treated in the strictest confidence.

Section 1 – Your Details

Ratepayer Name
(found on your business rates bill) __________________________________________________________

Correspondence Address _________________________________________________________________

................................................................................................................................................ Postcode

Your name ................................................................................................................................

Your position in the organisation .............................................................................................

Email Address ...........................................................................................................................
Section 2 – Property details

Property Address that is empty
(also found on your business rates bill)
________________________________________
Postcode __________________

Customer Account Number
(also found on your business rates bill)
________________________________________

What was the property last used for?
________________________________________

When did the property become empty?
(we need an exact date)
________________________________________

Section 3 – Other property details

Has the property been cleared of all moveable items?  ☐ YES  ☐ NO

If ‘No’, what is still in the property?
________________________________________

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 responsible for Business Rates even if Empty Property relief is given. You must advise us if you re-occupy the property or if the lease is ended.

Section 4 – Evidence we need in support of your application (please send us copies)

Please tick the evidence that is sent with this application form

☐ Photographs which show that the property is empty and has been cleared of all moveable items.

☐ Property marketing schedule or dilapidation report which should include photographs.

☐ Removal details e.g. invoice with breakdown of the goods removed and the effective date.

Section 5 – Declaration

I declare that the information on this application is true and correct. The Council will verify information on this form with other sources as allowed by law. I undertake to inform you of any change in circumstances as soon as the change occurs. I authorise the Council to make any necessary enquiries to verify the information given on this form.

Signature _______________________________ Date __________________
Print Name _______________________________ Telephone __________________
Email _______________________________ Mobile __________________

Your Data - The Council collects and administers Business Rates (Non-Domestic Rates) as part of our public task, as the designated rating Authority under the terms of the Local Government (Scotland) Act 1994 (Section 30).

We share information with the Sheriff Officer, the Grampian Assessor, HMRC, the Scottish Government and other local authorities all as allowed by law.

More information about how we use and manage your information is available on our website at: www.aberdeencity.gov.uk/your-data/privacy-notices/your-data-business-rates. This page also has links to further information about your rights, and who to contact if you have a complaint about how we use your data.

Please return this form (either by post or by e-mail) to:
Aberdeen City Council, Business Rates Team, Business Hub 16, Marischal College, Broad Street, Aberdeen AB10 1AB or e-mail: businessrates@aberdeencity.gov.uk

If you have any enquiries about this form or wish further information, please contact us using the above details or by telephone on 01224 346146