



COMHAIRLE NAN EILEAN SIAR

Application for Empty Property 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.

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

- 3 months 50% relief from the date the property was last occupied
- 10% relief from the normal occupied charge as long as the property remains empty

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

- Industrial subjects (up to 6 months)
- Listed Buildings
- Properties with a Rateable Value less than £1700
- Properties where occupation or use is prohibited by law

Section 1 – Contact Details			
Forename		Telephone No.	
Surname		e-mail address	
Company Name (if relevant)		Address to which we should send Correspondence	
Section 2 – Property Details			
What is the address of the empty property?			
Your account number (this will be on your most recent bill)			
Rateable Value of property	Over £1700	<input type="checkbox"/>	Under £1700 <input type="checkbox"/>
Was your property previously used for industrial purposes?	Yes <input type="checkbox"/>	No	<input type="checkbox"/>
Is the property a listed building?	Yes <input type="checkbox"/>	No	<input type="checkbox"/>
Is occupation of the property prohibited by law?	Yes <input type="checkbox"/>	No	<input type="checkbox"/>
What is the date the property became empty?			
Do you own the property or is it leased?	Owned <input type="checkbox"/>	Leased	<input type="checkbox"/>

If you lease the property, please tell us who your landlord is?	
Has the property been cleared of all moveable items?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If "No" what is still in the property	

Section 3 – Evidence required

- Photos
- Utility bills (showing nil or reduced consumption)
- Removal details (transport/packing etc)
- Stock manifest (if stock goods are relocated)

Section 4 - Declaration

I declare that the information contained in this form is complete and correct to the best of my knowledge and that I will inform the Comhairle immediately if there is any change to the total Rateable Value of, or the number of, properties belonging to my business. I understand that this claim may be subject to review and/or inspection.

Signature Date

Name in block capitals

Email Telephone

Please return the completed form to:

The Revenues Section
 Non-Domestic Rates
 Comhairle nan Eilean Siar
 Sandwich Road
 Stornoway
 HS1 2BW

N.B. Forms can be scanned and returned by email

Telephone: 01851 822645

e-mail: rates@cne-siar.gov.uk

This authority is required by law to protect the public funds it administers. It may share information provided to it with other bodies responsible for auditing or administering public funds, in order to prevent and detect fraud.

More information can be found at <https://www.cne-siar.gov.uk/your-council/data-protection/>