



NON-DOMESTIC RATES APPLICATION FOR EMPTY PROPERTY RELIEF

The address of the property for which you are claiming:	Non-Domestic Rates Reference:
	Property Description:
	Rateable Value:
	Dates:

From 1 April 2024, our Non-Domestic Rates Empty Property Relief Policy is changing. Eligible properties that become empty after this date will receive 50% rates relief for 3 months. When this 3 month period ends, the full rates charge will apply. The exception to this are properties where occupation is Prohibited by Law.

The Non-Domestic Rates Empty Property Relief will be applied from the date the property was first identified as empty. Any relief is also awarded to the property and not the business. This means any relief will apply from the date the property was declared empty, irrespective of a change in owner or tenant.

A minimum 6-month occupancy will be required before we'll consider a new application for Empty Property Relief.

An application for relief must be made and should be emailed to nondomesticrates@edinburgh.gov.uk.

or returned to:

Non-Domestic Rates Section
 The City of Edinburgh Council
 PO BOX 463
 Edinburgh
 EH7 9DJ

If you have any general enquiries or require help with completing this form, please phone 0131 608 1133.

1. Please provide full details of the Ratepayer (person(s) / business liable to pay the rates on the above property).

Ratepayer Name (person or company named on your non-domestic rates bill):

Legal Structure of the Ratepayer (Please put an 'X' in the relevant box) –

Individual	<input type="checkbox"/>
Sole Trader	<input type="checkbox"/>
Partnership	<input type="checkbox"/>
Private Limited Company (LTD)	<input type="checkbox"/>
Public Limited Company (PLC)	<input type="checkbox"/>
Limited Liability Partnership (LLP)	<input type="checkbox"/>
Charitable Organisation	<input type="checkbox"/>
Other (Please State)	<input type="checkbox"/>

If applicable, Companies House Registration number or Charity Registration number:
 (Company number e.g.: 03493961)

2. Please provide further details of the property for which you are claiming relief below.

Is the property a Listed Building? Yes No

What date did the property become vacant?

When was the furniture / furnishings, stock etc removed?

What was the property last used for?
- If there has been no prior use then please describe the intended use of the property when it becomes reoccupied.

Is occupation of the property prohibited by law?
- If yes, please provide an explanation of the circumstances by which you are legally prohibited from occupying the property.

Yes No

3. Declaration

Please read this declaration carefully before you sign and date it.

- I declare that the information given on this form is correct and complete to the best of my knowledge.
- I authorise the Council to make any necessary enquiries to check the information.
- I authorise the Council to cross check the information with other Councils in Scotland.
- I undertake to advise the Council of any change of circumstances, including the occupation / vacation of any other property I may occupy in Scotland which may affect liability for Non-Domestic Rates Relief.
- I understand that if I give information that is incorrect or incomplete or fail to report changes in circumstances, I may be prosecuted.

I claim relief from the Non-Domestic Rate

Your Signature:	<input type="text"/>	Date:	<input type="text"/>
Name:	<input type="text"/>	Capacity (e.g. Owner; Tenant Agent):	<input type="text"/>
Telephone No	<input type="text"/>		
E-mail Address	<input type="text"/>		
Home Address	<input type="text"/>		

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or returned to:

Non-Domestic Rates Section
The City of Edinburgh Council
PO Box 463
EDINBURGH
EH11 3YJ

For Office Use	
Actioned By	
Date	

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