

Commercial Rates Vacancy

Application in respect of vacant or partially vacant premises



Comhairle Contae
Ros Comáin
Roscommon
County Council

Where a property is vacant on the date of making the rate, owners must complete this form and submit it to the Rates Department, along with the relevant supporting documentation

SECTION 1 (Please complete in full)

Relevant Property Details

Property Number: This number can be found on your Rate Bill

Address of Property:

EIRCODE:

E	I	R	C	O	D	E
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Applicant Details

Name of Applicant:

Customer Number:

Contact Number: Landline: Mobile:

Email Address:

Address of Applicant:

EIRCODE:

E	I	R	C	O	D	E
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Is the property Fully Vacant ☐ Partially Vacant ☐

Period of vacancy:
Property Vacant from:

D	D	/	M	M	/	Y	Y	Y	Y
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Property Vacant To:

D	D	/	M	M	/	Y	Y	Y	Y
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This property is/has been vacant because:

(a) It has not been possible to find a suitable tenant at a reasonable rent
(Complete section 2)

OR

(a) It has been necessary to carry out alterations, additions or repairs
(Complete Section 3)

Other Reason (Please specify):

SECTION 2 (Please complete where vacancy is due to being unable to find a suitable tenant)

Has the property being advertised for lease or rent? YES ☐ NO ☐

Auctioneer/Letting Agent:

SECTION 3 (Please complete where the vacancy is for the purposes of refurbishment)

Please give a brief description of the works undertaken:

Planning Reference (if applicable):

NOTE: If your property is partially vacant, you will need to submit a floor plan of the property outlining the vacant space. Access to the vacant/partially vacant area should be boarded off with timber or other appropriate finish. Fabric/curtains will not suffice. The vacant area cannot be used as storage and must be devoid of all furniture, equipment & stock.

SECTION 4 DECLARATION (Please complete in full)

I declare that I am the owner/occupier, or an agent appropriately delegated to act on their behalf, of the above named property.

I declare that the details furnished above are true, accurate, correct and complete to the best of my knowledge and belief, in that the premises were completely/partially unoccupied during the period claimed. I undertake to notify Roscommon County Council if there is a change of circumstance relating to these premises between now and 31st December (if applicable).

I declare that no use was made by me of any part of or annex to the premises which may be included in the same rating or valuation of the premises where repairs were being carried out, and were not being reserved by me for my own contingent use on a suitable season or occasion and that the premises were not held in a state of furnished or partly furnished readiness for my own eventual occupation (if applicable).

Signature of Applicant: _____

Date:

D	D	/	M	M	/	Y	Y	Y	Y
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Please return completed form along with relevant supporting documentation (if applicable) and Photograph of property to:

RATES OFFICE
ROSCOMMON COUNTY COUNCIL, ÁRAS AN
CHONTAE, ROSCOMMON F42 VR98

TEL ☎: (090) 66 32555
EMAIL ✉: ratesenquiries@roscommoncoco.ie
WEBSITE : www.roscommoncoco.ie

FOR OFFICIAL USE ONLY

Fully Vacant ☐

Part Vacant ☐

Approved ☐ Not Approved ☐

Further Information ☐

ACCOUNT NO:

LA-ID:

PROPERTY INSPECTED:

YES ☐

NO ☐

AMOUNT

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SIGNED:

APPROVED:

DATE: