

**CLARE COUNTY COUNCIL
COMHAIRLE CHONTAE AN CHLAIR**

Email: rates@clarecoco.ie

APPLICATION FOR REFUND OF RATES PAID ON VACANT PROPERTY

1. **Customer Account No.** _____ (See Rate Bill)
2. **LAID Number:** _____ (See Rates Bill)
3. **Applicant's Name:** _____
4. **Address of premises the subject of the claim:**

5. **Applicant's Address (if different from above)**

6. **Phone No.:** _____ **E-Mail Address:** _____
7. **Description of premises (shop/store/factory etc.):** _____
8. **Date of Vacancy: From:** _____ **To:** _____
9. **Amount of Refund Claimed:** € _____
10. **Dates Rates Paid:** _____ **Receipt no.:** _____
11. **The Property is/has been vacant at date of making the rate because - Please tick as appropriate:**
 - a) **Vacant and available for sale/letting:** _____
Details required as follows:
Has property been advertised for sale/lease/rent Yes/No _____
Name & Address of Letting Agent: _____
Please submit – Letter from Letting Agent confirming:
 1. Property was vacant during period under claim.
 2. Property is being marketed for letting.
 3. Applicant has been unable to secure a tenant during period under claim and reasons why.
 - b) **Vacant for repairs or alterations:** _____
Details required as follows:
 1. **Nature of repairs/refurbishment** _____

 2. **Name & Address of Contractor** _____
 3. **Date work commenced:** _____
Date work completed: _____
 4. **Planning File Number (if applicable)** _____
 - *Please enclose letter from Contractor verifying these dates*
 - *Please submit a recent photograph of the premises with this application.*
 - c) **Vacant pending demolition or re-development** _____
Please advise of nature of works. _____

 - *Please submit a recent photograph of the premises with this application.*

Please continue overleaf

I HEREBY DECLARE THAT:

1. I am the Rates Occupier of the premises, the subject of this claim.
2. The details furnished above are true, accurate correct and complete.
3. The premises was completely unoccupied during the period claimed.

Signature of Applicant: _____

In the presence of: _____
Peace Commissioner / Garda / Councillor

Dated this _____

Address: _____

Date: _____

Stamp:

Explanatory Information for Rates Refund Application.

1. In cases where rates are paid for a property that is vacant on the date of making the rate, an application can be made for a refund of rates paid for period of vacancy.
 - Date of making Rate 2017 – 27th January 2017
 - Date of making Rate 2018 – 26th January 2018
2. Supporting documentation to be submitted as follows:
 - If property is vacant for letting - Letter for letting agent.
 - If vacant for repairs/alterations/demolition – Letter from Contractor & recent Photograph.
3. Completed form signed in presence of Peace Commissioner/Garda/Councillor.
4. The Local Authority can request to inspect property before making decision on application.
5. Completed applications can be posted/emailed to:
 - Rates Department,
 - Clare County Council,
 - Áras Contae an Chláir
 - New Road,
 - Ennis,
 - Co. Clare. V95 DXP2
 - (065) 6821616
 - Email address: rates@clarecoco.ie

All personal data collected is in compliance with the requirements of the General Data Protection Regulation 2018 and Data Protection Acts 1988 to 2003.