

**CLARE COUNTY COUNCIL  
COMHAIRLE CONTAE AN CHLÁIR**

**CLAIM FOR RATES CREDIT ON VACANT PREMISES**

<b>1. Customer account number:</b>		(See rates bill)
<b>2. LAID Number:</b>		(See rates bill)
<b>3. Valuation Number:</b>		(See rates bill)
<b>Valuation Amount:</b>		(See rates bill)
<b>4. Applicant name:</b>		
<b>5. Address of premises: (The subject of the claim)</b>		
<b>6. Applicant address: (If different from above)</b>		
<b>7. Phone no. &amp; email address:</b>		
<b>8. Description of premises:</b>		(shop/store factory etc)
<b>9. Date of vacancy:</b>	From:	
	To:	
<b>10. Property vacant at the date of making the rate due to:</b>		(A, B or C below)
<b>A. Vacant and available for letting?</b>		
Has the property been advertised for sale/letting?		Yes / No
Name & address of letting agent:		
<i>Please submit letter from letting agent confirming :</i>		
1. <i>Property was vacant during period under claim.</i>		
2. <i>Property is being marketed for sale/letting.</i>		
3. <i>Applicant has been unable to secure a tenant during period under claim and reasons why.</i>		
<b>B. Vacant for repairs or alterations?</b>		
Nature of repairs/refurbishment:		
Name & address of contractor:		
Date works commenced:		
Date works completed:		
Planning file number: (If applicable)		
<i>Please enclose a letter from contractor verifying these dates.</i>		
<b><i>Please submit a recent photograph of the premises with this application.</i></b>		
<b>C. Vacant pending demolition or re-development?</b>		
Please advise nature of works:		
<b><i>Please submit a recent photograph of the premises with this application</i></b>		

Please continue overleaf →

<b>I hereby declare that:</b>	
<ol style="list-style-type: none"> <li>1. I am the Rates Occupier of the premises, the subject of this claim.</li> <li>2. The details furnished above are true, accurate, correct and complete.</li> <li>3. The premises was completely unoccupied/unused during the period claimed.</li> </ol>	
Applicant Signature:	
Dated:	
In the presence of:	Peace Commissioner/Garda/ Councillor
Address:	
Date:	
Stamp:	

**Explanatory Information for Vacancy Credit Application.**

1. In cases where the property is vacant on the date of making the rate, the owner/occupier can apply for a vacancy credit for period of vacancy.
  - Date of making Rate 2020 – 17<sup>th</sup> January 2020
  - Date of making Rate 2021 – 12<sup>th</sup> January 2021
2. Supporting documentation to be submitted as follows:
  - If property is vacant for letting - Letter from 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 the property/ request a property inspection before making decision on application.

From 2021, Properties with a commercial rates value of less than €20,000 will continue to receive a 100% rates refund / vacancy credit for a three-year step in period. The Council will, in line with this incentive for rural regeneration, revisit the scheme after that time period. For property values above €20k there is a tiered credit approach as follows:

- Properties €20k-50k - 75% vacancy credit applicable, 25% rates payable.
- Properties €50k-100k - 50% vacancy credit applicable, 50% rates payable.
- Properties >€100k - 25% vacancy credit applicable, 75% rates payable.

**Completed application forms can be posted/emailed to;**

Rates Department,  
Clare County Council,  
Áras Contae an Chláir,  
New Road, Ennis,  
Co. Clare. V95 DXP2

Contact no: (065) 6821616  
Email address: [rates@clarecoco.ie](mailto:rates@clarecoco.ie)