



Section 11 Local Government (Rates & Other Matters) Act 2019.

DECLARATION RE CHANGE OF OWNER/OCCUPIER OF A COMMERCIAL PROPERTY

The levying and collection of commercial rates by Local Authorities is legislated under the Local Government Rates and Other Matters Act 2019, as amended by the Historic and Archaeological Heritage and Miscellaneous Provision Act 2023. This legislation came into effect on **01 January 2024**.

Section 11 of the Local Government Rates and Other Matters Act 2019 imposes a duty on the owner of a commercial property (or authorised person) to inform the Local Authority of any change regarding the occupier no later than **14 days** from the date of such change.

HOW TO COMPLETE THIS DECLARATION

Part 1	This part is compulsory and must be completed by the Owner or Authorised Person.
Part 2	This part is compulsory and must be completed by the Owner or Authorised Person.
Part 3	This part is compulsory and must be completed by the Owner or Authorised Person.
Part 4	This part should only be completed by the Owner or Authorised Person if the property is vacant.
Part 5	This part is compulsory and must be completed by the Owner or Authorised Person. If an Authorised Person is completing this Declaration on behalf of the Owner, written authority is required. Written authority is not required where: - 1. The property is for sale. A letter from the Owner's (Vendor) Solicitor will suffice. 2. A Receiver, Liquidator or an Examiner has been appointed. A copy of the Deed of Appointment/Court Order will suffice.

DEFINITION

Owner	A person who, whether in that person's own right or as trustee or agent for any other person, is entitled to receive the rent of the property or is entitled to sell the property.
Authorised Person	A person who the owner has authorised to act on his or her behalf e.g. family member, Solicitor. An appointed person/officer i.e. Receiver, Liquidator, or an Examiner.
Occupier	Every person in the immediate use or enjoyment of the property; including those persons that have recently vacated the property.

PART 1: RATEABLE PROPERTY DETAILS

Details can be found on your Rate Bill.

This part is compulsory and must be completed by the Owner or Authorised Person.

Customer Number:		LAIID Number:
Valuation Number:		Eircode:
Property Address:		

What is the nature of the property transaction (please tick relevant box below): -

Type	<input checked="" type="checkbox"/>		Date
Sale		If the property was sold, please insert date of sale:	
Lease ¹		If the property is let, please insert term commencement date:	
Sublet ¹		If the property is sublet, please insert term commencement date:	
Licence ¹		If there is a licence agreement in place, please insert term commencement date:	
Receivership/ Liquidation/ Examinership		If a Receiver/Liquidator/Examiner ² has been appointed, please insert date of appointment:	
Vacant		If the property is vacant, please insert date property became vacant.	

1. A copy of the Lease/Licence Agreement must be furnished with this Declaration (if applicable).

2. A copy of the Deed of Appointment/Court Order must be furnished with this Declaration (if applicable).

PART 2: CURRENT OWNER DETAILS

This part is compulsory and must be completed by the Owner or Authorised Person.

First Name:		Surname:
Company Name		
Company Registration Number:		
Trading/Business Name (if applicable):		
Correspondence Address:		
		Eircode:
Telephone Number:		Mobile:
Email:		
Contact name and position i.e. Owner, Director, Company Secretary		

PART 3: NEW OWNER/ OCCUPIER/ RECEIVER/ LIQUIDATOR/ EXAMINER DETAILS

This part is compulsory and must be completed.

Please tick relevant box below: -

New Owner
(property sold)

Lessee/
Tenant

Receiver/
Liquidator

Examiner

First Name:		Surname:
Company Name (if applicable):		
Company Registration Number:		
Trading/Business Name (if applicable):		
Correspondence Address:		
		Eircode:
Telephone Number:		Mobile:
Email:		
Contact name and position i.e. Owner, Director, Company Secretary, Sole Trader		

PERIOD OF OCCUPATION

Commencement Date

Departure Date (if applicable)

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Forwarding Address:	

PART 4: VACANT PROPERTY DETAILS

Date property became vacant:

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**Why property is vacant?
(please tick relevant box): -**

Vacant and for sale/let

Vacant pending repairs/alterations

Vacant pending demolition/redevelopment

If the property is vacant, you may be eligible for a rates credit. Please contact the relevant Account Manager or Rates Section for more information.

PART 5: DECLARATION

I understand that Clare County Council is collecting and processing this information for the purposes of processing a transfer of interest in a rateable property and apportioning the rates charges in accordance with Section 11 of the Local Government Rates and Other Matters Act 2019.

I understand that any personal information volunteered will be treated with the highest standards of security and confidentiality, in accordance with the Data Protection Acts. I understand that I am entitled to have my personal data corrected if Clare County Council holds inaccurate data or deleted if Clare County Council does not have legitimate reason for retaining it. I understand that sometimes it is necessary for Clare County Council to share the information provided with other relevant statutory bodies and other trusted third parties who provide technical support in accordance with appropriate data sharing confidentiality agreements.

I hereby declare and affirm that I am the person concerned (or such other person authorised in writing to act on his/her behalf) of the above specified property and the person required to notify the Local Authority in accordance with the provisions of Section 11(1)(a) of the Local Government Rates and Other Matters Act 2019.

I declare that the details furnished above are true, accurate, correct and complete to the best of my knowledge and belief and I undertake to inform Clare County Council of any necessary changes therein immediately in the event that I become aware of any matter which would alter this belief.

I understand that I am obligated by law to pay all rates that I am liable for at the date of transfer of the property.

Please tick relevant box below: -

I enclose herewith copy Lease/Licence agreement (if applicable).

I enclose herewith copy Deed of Appointment/Court Order (if applicable).

I enclose herewith written Authority from the Owner (if applicable).

Signed: _____

Print Name: _____

I am the Owner of the property.

I am an Authorised Person*.

***Written Authority from the Owner must be furnished (if applicable).**

Contact Phone

Number: _____

Date:

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