

# NON DOMESTIC RATES UNOCCUPIED PROPERTY CERTIFICATE



ISSUED:

PROPERTY REFERENCE NUMBER:

ACCOUNT NUMBER:

If you require any help in completing this form,  
please telephone Customer Advice & Support Service on

**0300 100 1800**

**or** visit any Council Contact Centre/Library Contact  
Centre (further information is available on the last page of  
this application form) where our staff will be pleased to give  
you confidential assistance.

## INTRODUCTION

Rates at 10% are payable on all non-domestic properties once they have been empty for 3 months **unless** they fall into one of the classes of property which are exempt. The purpose of this certificate is to verify the occupation position of the property and to assist in deciding whether any exemption may be granted.

## THE PROPERTY

WHAT IS THE ADDRESS OF THE PROPERTY WHICH IS UNOCCUPIED?

WHO OWNS THE PROPERTY?

PLEASE STATE THE DATE ON WHICH IT BECAME UNOCCUPIED AND/OR UNFURNISHED

IF THE PROPERTY HAS BEEN REOCCUPIED PLEASE STATE THE DATE AND  
THE NAME AND ADDRESS OF THE PERSON LIABLE TO PAY RATES

ENTER  
YES or NO

Is there any plant, machinery or equipment in the property?

If yes, was this;

(a) last used in the property when it was last in use?

(b) intended for use in the property?

## EXEMPTION FROM THE EMPTY RATE

If the property has been unoccupied for a continuous period of three months or more you may be entitled to exemption if certain conditions can be satisfied. Please complete the following and use the space on the next page to supply any other relevant information.

ENTER  
YES or NO

- |  |                      |
|--|----------------------|
| (i) Was the property, when last occupied, used for retailing?  | <input type="text"/> |
| (ii) Is the property a listed building, subject to a building preservation notice or a scheduled ancient monument?   | <input type="text"/> |
| (iii) Is the person <b>entitled to possession</b> of the property:   |                      |
| • a trustee under a Trust Deed or Sequestration?   | <input type="text"/> |
| • the executor of a deceased person?   | <input type="text"/> |
| • a liquidator?  | <input type="text"/> |
| • a company being wound up?  | <input type="text"/> |
| (iv) Is the owner prohibited by law from occupying the premises or allowing its occupation?<br><i>(If yes please enclose a copy of the notice prohibiting occupation)</i>          | <input type="text"/> |
| (v) Is the property kept vacant by reason of action taken by or on behalf of the crown or any local or public authority with a view to acquiring it or prohibiting its occupation? | <input type="text"/> |
| (vi) Are the premises constructed or adapted for use in the course of a trade or business?   | <input type="text"/> |
| (vii) Were the premises previous used for:   |                      |
| • the manufacture, repair or adaptation of goods?  | <input type="text"/> |
| • the subjection of goods or materials to any process?   | <input type="text"/> |
| • storage (including the storage or handling of goods in the course of their distribution)?  | <input type="text"/> |
| • the working or processing of minerals?   | <input type="text"/> |
| • the generation of electricity?   | <input type="text"/> |

## ADDITIONAL INFORMATION

PLEASE ENTER BELOW ANY FURTHER INFORMATION YOU MAY WISH TO GIVE IN CONNECTION WITH THIS CERTIFICATE

## ADDITIONAL INFORMATION (CONTINUED)

Do you occupy any other commercial properties in Scotland?

YES ☐ NO ☐

If yes, please enter below details of all the commercial properties you occupy not only within Scottish Borders but throughout Scotland.

ADDRESS	RATES NUMBER (FROM BILL)	RATEABLE VALUE

(Please enclose a copy of the latest rates bill to verify the Rateable Value).

## DECLARATION

I declare that to the best of my knowledge the information given is true and complete. I understand that Scottish Borders Council may undertake such enquiries it considers appropriate (including inspection of the property) to verify this claim. I undertake to advise the Council of any change of circumstances (including immediate notification of the date on which the property becomes occupied) which may affect liability for non domestic rates.

I claim exemption from the Non Domestic Rate

Your Signature

Date

Name

Tel No.

Address for Correspondence

Capacity (e.g. Owner; Tenant;  
Sub-Tenant; Agent):

When completed, this form should be returned to

**Scottish Borders Council  
Customer Advice & Support Service  
Council Headquarters  
Newtown St. Boswells  
Melrose TD6 0SA**

For Official Use

Act By

Date

## COUNCIL CONTACT CENTRES/LIBRARY CONTACT CENTRES

You can find out the opening times from our website at [www.scotborders.gov.uk/contactcentres](http://www.scotborders.gov.uk/contactcentres) or by calling **0300 100 1800** and following the appropriate instructions. They are also displayed at each office.

**Coldstream**, Library Contact Centre, Gateway Centre  
**Duns**, Library Contact Centre, 49 Newtown Street  
**Eyemouth**, Old High School, Coldingham Road  
**Galashiels**, Paton Street  
**Hawick**, High Street  
**Innerleithen**, Library Contact Centre, Buccleuch Street

**Jedburgh**, Library Contact Centre, Castlegate  
**Kelso**, Library Contact Centre, Bowmont Street  
**Newtown St Boswells**, Council Headquarters  
**Peebles**, High Street  
**Selkirk**, High Street