



Property Details

Property Number: _____ **Customer Number:** _____
These numbers can be found on your Rates Demand

Address of Property: _____

Eircode:

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Applicant Details

Applicant Name: _____

Email Address: _____

Telephone Number: _____

Business Name: : _____

Correspondence Address: _____

If different from property address

Eircode:

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Vacancy Details

Property Vacant From: _____ **To:** _____

Part A – Vacancy due to inability to find a suitable tenant at a reasonable rent

Letting Agent/Auctioneer: _____

Date placed with Letting Agent/Auctioneer: _____

Rent Sought: _____

- *If the premises is being let by an Auctioneer, please provide a copy of the advertisement placed on the property website.*
- *If the premises is being privately let, please provide:*
 - *A photograph of the advertisement placed on the premises*
 - *Evidence that the premises is being advertised on-line. An advertisement on the premises alone will not suffice*
- *In order to qualify for a Vacant Property Adjustment, Section 14(1) L.G. Act 1946 requires that the rent sought must be reasonable. Kildare County Council reserves the right to consult with a valuation firm to confirm that the rent sought is reasonable and reflective of the current market.*

Part B – Vacancy due to alterations/repairs

Name of Contractor: _____

Planning Reference (if applicable): _____

Date of Commencement of Work: _____

Documentary evidence from architect/contractor confirming the vacancy dates must be provided, including a letter detailing the scope/dates of work, planning permission, copies of invoices and any other documentation that may be deemed necessary.

Part C – Vacancy pending demolition or re-development

Name of Contractor: _____

Planning Reference (if applicable): _____

Date of Commencement of Work: _____

Photographic evidence is required along with any other documentation that may be deemed necessary

Declaration

I declare that the details furnished above are true, accurate and complete to the best of my knowledge and belief and do solemnly and sincerely declare that the property subject to this application, was unoccupied for the period stated and for the reason stated.

I understand that under Section 32 of the Local Government Reform Act, 2014, I am legally obliged to advise Kildare County Council in writing**, within 14 days, of any of the following changes in relation to this property:

- Change in tenant
- Sale of the property

Signed: _____

Date: _____

Print Name: _____

**Section 32 Forms are available to download @ <http://kildare.ie/CountyCouncil/Finance/CommercialRates> or by emailing rates@kildarecoco.ie

Please return this completed and signed form to:

Kildare County Council, Rates Section, Áras Chill Dara, Devoy Park, Naas, Co Kildare, W91 X77F

Email: rates@kildarecoco.ie

Kildare County Council's Privacy Statement for Commercial Rates can be viewed on our website at:

<https://kildare.ie/countycouncil/Forms/Finance/>

For office use:

I confirm that the application details are correct and a vacant property adjustment is appropriate for the period from _____ to _____.

Signed: _____

Date: _____