## **MAYO COUNTY COUNCIL**

## **COMMERCIAL PROPERTY RATES VACANCY RELIEF FORM 2025**

**PLEASE COMPLETE SECTIONS 1-9**

1. RATES ACCOUNT NO:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (see Rate Demand)
2. NAME AND ADDRESS OF APPLICANT:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. CONTACT PHONE NO.: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ E-MAIL ADDRESS: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
4. ADDRESS OF VACANT PREMISES:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
5. DESCRIPTION OF PREMISES,(SHOP,STORE,ETC):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
6. DATE OF VACANCY: FROM: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ TO:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
7. IF VACANCY IS DUE TO ALTERATIONS OR REPAIRS, PLEASE STATE:

(a) PLANNING REFERENCE IF APPLICABLE AND KNOWN: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(b) DATE WORK COMMENCED: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(c) DATE WORK IS TO BE/HAS COMPLETED: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. IF VACANCY IS DUE TO FAILURE TO SECURE A SUITABLE TENANT, PLEASE STATE:

(a) DID YOU ADVERTISE IN THE PRESS? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(b) WAS A NOTICE TO LET DISPLAYED? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(c) DID YOU EMPLOY AN AUCTIONEER TO ACT ON YOUR BEHALF? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. IF VACANCY IS DUE TO ANY OTHER REASON,PLEASE GIVE DETAILS:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**I HEREBY DECLARE THAT ALL INFORMATION GIVEN ABOVE IS TRUE AND CORRECT.**

APPLICANT’S SIGNATURE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**WITNESSED BY:**

PEACE COMMISSIONER/SOLICITOR/NOTARY PUBLIC: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**PLEASE RETURN COMPLETED HARD COPY FORMS TO: DEBT MANAGEMENT UNIT, MAYO COUNTY COUNCIL, ARAS AN CHONTAE, THE MALL, CASTLEBAR, CO. MAYO.**

**SCANNED FORMS MAY ALSO BE SUBMITTED TO**: [**rates@mayococo.ie**](mailto:rates@mayococo.ie)

## **MAYO COUNTY COUNCIL**

## **COMMERCIAL PROPERTY RATES VACANCY RELIEF 2025**

* If you have a commercial/industrial premises, subject to commercial rates and if it is entirely vacant, relief of 90% of your rate demand is available ***upon application.***
* If your property has been vacant due to alterations, repairs or if you have been unable to secure a suitable tenant at a reasonable requested rent, an application can be made for rates relief for the period confirmed.
* An application can also be made for other reasons regarding vacancy, e.g. material change to the property but only where a revision application has been sent to Tailte Eireann to make the required change to the valuation. ***(Evidence of this must be attached)***
* All applications will be assessed and investigated. Further information and details may be required following the submission of this form.

**PLEASE ENSURE/TICK TO CONFIRM YOU HAVE THE FOLLOWING COMPLETE SO THE APPLICATION CAN BE PROGRESSED:**

* Completed and Signed application for submission
* 10% of the 2024 Rate demand PAID IN FULL
* All outstanding arrears cleared on account

**BANK DETAILS FOR MAYO COUNTY COUNCIL**

* Bank: Allied Irish Bank, Castlebar
* AIB Account – No: 19579000
* Sort code: 93 70 88
* BIC Code: AIBKIE2D
* IBAN: IE98AIBK93708819579000

Include REFERENCE on your payment as follows:

RATES- (YOUR RATE ACCOUNT NUMBER) & (NAME) Eg. RATES-55555-BOURKE