

Application for Write off / Waiver of Rates

Please provide the following details in respect of the rating to which this application refers. If you are making an application for more than one rating please use a separate application form in respect of each. Further forms are available on request from your Revenue Collector or can be downloaded together with the "Rates information Sheet" from the councils website at www.cavancoco.ie.

The completed form should be forwarded directly to the Staff Officer or to Rates Section, Cavan County Council immediately following the occupation of the property and in the case of properties expected to be vacant at 31 December by not later than the third Monday in November.

1 Applicant	
Name Applicant	<input type="text"/>
Address	<input type="text"/>
2 Property Location	
Property Address	<input type="text"/>
Townland	<input type="text"/>
3 Rating	
Confirm if you are:	
<input type="checkbox"/>	Owner
<input type="checkbox"/>	Immediate lessor
<input type="checkbox"/>	Occupier

4 Rate bill information

The following information is available on your rate bill and should be provided in respect of each application.

Customer ID

Rate No (ED/TL)

VO No

Rateable Valuation

Amount of Annual Rates

Desc/Type

Electoral Division

5 Claims in respect of periods of vacancy

Period during which the rating was vacant (Please provide precise dates, eg 22/02/2007).

From

To

Was the property for sale at any time during the period of vacancy?

Yes

No

State the amount of rates which you are requesting to be written off / Waived (ie 1/12th. of the annual rates for each complete calendar month of vacancy. Amounts for periods of less than one month are not reckonable).

Amount

State the reason for your request for a write off / waiver of rates in respect of the above rating (e.g. The bonafide inability of the landlord to obtain a suitable tenant at a reasonable rent or alternatively for the execution of repairs/alterations).

6 Check list of required documentation

Have you enclosed letter from Auctioneer / Architect?

Yes

No

Have you enclosed original full page newspaper advert / webpage?

Yes

No

7 Write off request for reasons other than vacancy

Detail Reasons for claim

8 Declaration

I declare that I have read in full the "Rates Information Sheet" provided to me by the Staff Officer at the time of service of the rate bill, that my application satisfies fully the criteria stated therein and that I have provided all of the required supporting documentation detailed in the Rates Information Sheet.

I hereby certify that the details and information provided by me are true and correct.

I acknowledge and accept that this application will not be considered for a write off / waiver of rates unless it is supported in full by the specified documentation.

Applicant Signature

Date

Please note: The responsibility rests with the applicant to ensure the completed application and specified documentation is received by the due date. **The Staff Officer is not authorised to accept documentation other than those specified**, nor is he empowered to defer payment of the outstanding balance. Where the Revenue Collector does not receive the fully completed form and specified documentation or alternatively payment of the debt **by 30 November** he is obliged to commence legal proceedings to recover the debt with the issue of a "six day notice".

Required Documentation

Please note your application will not be considered unless it is supported in full by the following documentation

1 Premises vacant and for letting

- a. Letter from Auctioneer confirming the period (provide dates of actual period of vacancy. e.g. 02/03/07 to 31/12/07) during which they tried to let the hereditament **and**
- b. Copy of full page newspaper in which the advertisement for letting was contained. The advert should contain a photograph of the property, state the location and give a full and detailed description of the rated property **or**
- c. Copy of Auctioneers website containing the details of the property for letting including a photograph of the property. The website should clearly show (in the original computer print and unaltered) the web address and the date the page was printed.

2 Premises closed for alterations and repairs

Provide a letter from an Architect detailing in full the nature of the works being carried out and confirming if the work will result in a material change to the property. The letter should also confirm the date of the original survey and the date for completion of the project. A copy of planning permission and building regulations commencement notice (where applicable) may also be required in addition to this requirement.

3 Write off request for any other reason

In all other cases owner/occupier should furnish a letter outlining the precise reasons for the request for a write off, adequate supporting documentation should be provided in all cases.