

## Application for Refund of Rates on Vacant Premises

Please use BLOCK CAPITALS

Premises

Rate A/C No.

Period of Vacancy claimed From\*:  To\*:

*\*Must be valid date (dd/mm/yy)*

Vacancy on entire premises or part thereof?    Entire     Part %

Applicant Name

Applicant Address

Applicant status (agent, landlord, etc)     Email

Telephone     Mobile

Owner Name (if different)

Owner Address

Telephone     Email

*Complete **A** or **B** as appropriate.  
 Applications without supporting documentation will not be processed.*

**A) Vacancy due to inability to obtain a suitable tenant**

Letting Agent

Date premises placed with Letting Agent     Rent Sought     Proofs included?

*Documentary evidence from letting agent confirming the vacancy dates **must** be provided, including a letter detailing the letting dates, copies of advertising, brochures, etc.*

**B) Vacancy due to execution of alterations/repairs**

Name of Contractor

Date of commencement of works     Proofs included?

*Documentary evidence from architect/contractor confirming the vacancy dates **must** be provided, including a letter detailing the scope/dates of the works, planning permission, etc.*

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*This section must be completed if the premises is currently occupied*

Tenant Name

Tenant Address  
(if different)

Date of occupancy  Email

Telephone  Mobile

## STATUTORY DECLARATION

I,

residing at

do solemnly and sincerely declare that I am the owner (or person entitled to occupy) the above mentioned premises and the said premises was unoccupied for the period stated for the following reason: *(Tick box as appropriate)*

Unable to obtain suitable tenant at reasonable rent

Execution of additions/alterations/repairs to premises

I therefore claim a refund or allowance of such proportion of the County Rate as the law in that behalf provides and I declare that all information supplied is true and accurate.

And I make this solemn declaration, for the satisfaction of Dún Laoghaire-Rathdown County Council, conscientiously believing the same to be true, and by virtue of the Statutory Declaration Act, 1938.

Signature of Applicant: \_\_\_\_\_

Declared before me by: \_\_\_\_\_

Signature of Peace Commissioner/Solicitor \_\_\_\_\_

at (address of offices) \_\_\_\_\_



This \_\_\_\_\_ day of \_\_\_\_\_

Peace Commissioner/ Solicitor  
for the County of \_\_\_\_\_

Note: This declaration, when completed, may be scanned and forwarded via email to **rates@dlrcco.ie** or sent by post to: **Rates Section, Dún Laoghaire-Rathdown County Council, County Hall, Dún Laoghaire, Co. Dublin.**

*It should be further noted that any monies owing to Dún Laoghaire-Rathdown County Council can be **offset from any refund allowed**. Any rates becoming due while a claim is being considered should be paid.*