



# NNDR

## Application for New Build Empty Property Relief

(Under section 47 of the Local Government Finance Act 1988)



Promoting City, Coast & Countryside

### Revenue Services

Please return the completed form to:  
Revenue Services, PO Box 4, Town Hall, Lancaster, LA1 1QR

Name of Ratepayer:			
Account Number:			
Property Reference Number:			
Address of Property (for which relief is sought):			
Address for Correspondence (if different to above):			
Date property completed/ready for occupation:			
Is the property currently empty/occupied?			
If occupied provide date of occupation:			
Please advise if the following have been newly constructed (if not entirely new please provide the percentage newly built)			
	Newly built:	Percentage newly built:	Date Completed:
Foundations:	Yes/No		
Permanent Walls:	Yes/No		
Permanent Roofs:	Yes/No		



Does the newly constructed property form an extension to an existing property?	
Please provide details of the existing property:	Address:
Property Reference Number:	
Area of existing property (m <sup>2</sup> ):	
Volume of existing property (m <sup>3</sup> ):	
Area of newly built extension (m <sup>2</sup> ):	
Volume of existing extension (m <sup>3</sup> ):	

**Declaration.**

I accept responsibility for making this return and I declare that the information given is true and accurate to the best of my knowledge and belief.

Name:	Signature:	Capacity in which signed:
Date:	Contact telephone number: (in the event of a query)	e-mail:
<b>Enquiries about this application should be addressed to:</b>	<b><i>Business Rate Manager Town Hall Dalton Square Lancaster LA1 1QR</i></b>	<b>Telephone: (01524) 582920</b>

## State Aid De Minimis Declaration

As this relief is subject to State Aid De Minimis regulations which allow an organisation to receive up to €200,000 De Minimis Aid over any period of three fiscal years (as set out in EC regulation 1998/2006 as published in the Official Journal of the European Union on 28 December 2006).

To establish whether you are eligible to receive De Minimis Aid you must declare the full amount of De Minimis Aid which you (include parent company if present) have already been granted during the previous two fiscal years and the current fiscal year. Any assistance that may have been received from a public body might count as State Aid. This could be from central, regional, devolved governments (or agencies) or a local authority. For further guidance on State Aid please visit [www.gov.uk/state-aid](http://www.gov.uk/state-aid).

Please complete the Statement of Previous Aid received under the De Minimis exemption (attached) and arrange for a director of your business to sign the declaration and return it to the address at the top of this application form along with the completed form so we may assess your eligibility to receive assistance.

### STATEMENT AND DECLARATION OF PREVIOUS AID RECEIVED UNDER THE DE MIMINIS EXEMPTION

I confirm that ..... has been in receipt of the following De Minimis Aid during the previous three fiscal years (this being the current fiscal year and the previous two fiscal years):

Organisation providing the assistance/aid	Value of assistance	Date of assistance	Nature of assistance

**PLEASE ENSURE RETAIL RELIEF YOU RECEIVE FOR ANY ADDRESSES IS INCLUDED IN THIS TABLE.**

It should be noted that Lancaster City Council **must be notified** immediately of any assistance or aid subsequently received by the applicant under the De Minimis Exemption

**Declaration:**

I hereby certify that full details of any assistance received under the De Minimis exemption (including any received by our parent company) have been declared on this form and, if none have been entered, it is confirmed that no such awards have been made to the applicant. I also certify that the particulars given are correct and I am aware that if incorrect information is supplied, it will invalidate an award and may constitute a criminal offence and I understand that any De Minimis aid granted over the €200,000 limit may be subject to repayment with interest.

<b>Name:</b>	<b>Signature:</b>	<b>Capacity in which signed:</b>
<b>Date:</b>	<b>Contact telephone number: (in the event of a query)</b>	<b>Email:</b>

If you are in any doubt as to whether the assistance you have received is subject to State Aid De Minimis Regulations please contact the body which granted the assistance for clarification. Please find below a sample list of common forms of aid which you may have received over the past three years (please note this list is not exhaustive)

Forms of possible aid:

- State Grants;
- Interest rate relief;
- Tax relief;
- Tax credits;
- State guarantees or holdings;
- State provision of goods or services on preferential terms;
- Direct subsidies;
- Tax exemptions;
- Preferential interest rates;
- Guarantees of loans on especially favourable terms;
- Acquisitions of land or buildings either gratuitously or on favourable terms;
- Provision of goods and services on preferential terms;
- Indemnities against operating losses;
- Reimbursement of costs in the event of success
- State guarantees, whether direct or indirect, to credit operations preferential re-discount rates;
- Dividend guarantees;
- Preferential public ordering;
- Reduction of, or exemption from, charges or taxes, including accelerated depreciation and the reduction of social contributions;
- Deferred collection of fiscal or social contributions;
- Assistance financed by special levies;
- Capital transfers;
- Certain State holdings in the capital of undertakings.
- Retail Relief
- Reoccupation Relief