

**New Business Rates Incentive Scheme Application Form**

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| --- | --- |
| APPLICANT DETAILS |  |
| NAME |  |
| ADDRESS |  |
| PHONE NUMBER |  |
| EMAIL |  |
| DETAILS OF ANY OTHER PROPERTIES PREVIOUSLY OCCUPIED IN WICKLOW COUNTY COUNCIL AREA |  |

|  |  |
| --- | --- |
| LEASE DETAILS |  |
| LEASED OR OWNER OCCUPIED |  |
| LENGTH OF LEASE |  |
| LEASE COMMENCEMENT DATE |  |
| BREAK CLAUSE YES/NO |  |
| NAME AND ADDRESS OF PROPERTY OWNER |  |

|  |  |
| --- | --- |
| PROPERTY DETAILS |  |
| OCCUPIER |  |
| TRADING AS |  |
| ADDRESS |  |
| PHONE NUMBER |  |
| EMAIL |  |
| EIRCODE |  |
| PROPERTY TYPE - RETAIL/INDUSTRIAL/OFFICE |  |
| VO PROPERTY NUMBER |  |
| LENGTH OF TIME PROPERTY HAS BEEN VACANT |  |
| DATE OF OCCUPANCY  |  |

|  |  |
| --- | --- |
| OTHER DETAILS |  |
| PLEASE STATE WHETHER THIS IS A NEW /EXISTING /EXPANDING BUSINESS |  |
| INTENDED USE |  |
| ARE ALL CONSENTS IN PLACE INCLUDING PLANNING PERMISSION |  |
| ARE ALL LOCAL AUTHORITY CHARGES UP TO DATE IN RESPECT OF BOTH THE PREMISES AND THE APPLICANT |  |

**REQUIRED DOCUMENTATION CHECKLIST**

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| --- | --- | --- |
| COMPLETED APPLICATION FORM | YES | NO |
| EVIDENCE OF UNIT VACANCY | **YES** | **NO** |
| EVIDENCE OF OWNERSHIP AND OCCUPATION OF UNIT OR LEASE AGREEMENT | **YES** | **NO** |
| EVIDENCE OF PERMISSIONS/CONSENTS FOR PROPOSED USE | **YES** | **NO** |
| EVIDENCE OF PAYMENT OF CONTRIBUTIONS (IF APPLICABLE) RATES AND LOCAL AUTHORITY CHARGES  | **YES** | **NO** |

IF NO IS ANSWERED TO ANY OF THE ABOVE QUESTIONS PLEASE GIVE DETAILS

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**NB: WICKLOW COUNTY COUNCIL MAY REQUEST FURTHER INFORMATION WHERE APPROPRIATE**

**NAME \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**DATE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**SIGNATURE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**PLEASE RETURN TO: NEW BUSINESS RATES INCENTIVE SCHEME, REVENUE SECTION, WICKLOW COUNTY COUNCIL, COUNTY BUILDINGS, STATION ROAD, WICKLOW TOWN**