



New Business Rates Incentive Scheme Application Form

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

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

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