

Sligo County Council



COMMERCIAL RATES INCENTIVE SCHEME

2025

APPLICATION FORM



Sligo County Council
Comhairle Chontae Shligigh

Sligo.

This form should be completed in advance of commencing in business in County Sligo and submitted to rates@sligococo.ie or Rates Department, Finance Section, Sligo County Council, Riverside, Sligo, F91 Y763.

Please note that incomplete application forms will be returned.

Applicant Details	
I confirm that the Annual rates liability is no more than €30,000 on the subject premises	
Name of Applicant:	
Primary Contact Address of Applicant (including Eircode):	
Primary Contact Telephone Number:	
Contact Email Address	
List any commercial properties previously occupied by the applicant within Sligo County Council's functional area in the past 12 months	
Property Details	
Address of rateable premises:	

Eircode of rateable premises:	
Valuation Office Property Number: (If known)	
Is the property owned or leased by the applicant?	
If property is owned by the applicant, please provide evidence of ownership eg: Copy of Folio/Land Registry details.	

<p>If leased, state length of lease:</p> <p>(Please attach a copy of the lease signed by both parties)</p>	
<p>Name and address of owner of property (if not owned by applicant)</p>	
<p>Valuation Office ID (if known)</p>	
<p>Length of time the unit has been vacant.</p>	
<p>Proposed Use Details</p>	
<p>What is the proposed use for the property? (must provide detail (i.e.) stating Retail Outlet is not sufficient).</p>	
<p>Are all consents/permissions in place for the proposed use?</p> <p>(Please provide planning reference numbers where known)</p>	

Financial Details	
Are all local authority charges paid in full by the applicant in relation to any previously occupied properties by the applicant within the function area of Sligo County Council?	
Are all local authority charges paid in full in relation to this property?	
PPSN/VAT Registration Number of Applicant? Please provide copy of Current Tax Clearance Certificate	
Has Section 11 Local Government Act 2019 been complied with? If yes, please provide details	

DISCLOSURE OF INFORMATION – FREEDOM OF INFORMATION ACT

Sligo County Council wishes to advise applicants that, under the Freedom of Information Acts 1997/2003 the information supplied in the application form may be made available on request, subject to Sligo County Council's obligations under law.

I declare that the particulars provided on this application form are accurate and correct.

Name of Applicant: _____

Signature of Applicant: _____

Date: _____

Application Form Checklist Vacant Premises Incentive Scheme Office Use Only	
<i>Date received:</i>	<i>FI request date:</i>
<i>Decision due:</i>	<i>FI received date:</i>
<i>Amended due date:</i>	<i>Staff Initials:</i>
Checklist Item:	Tick/Include Details (as appropriate)
Declared Qualifying Use:	
Completed application form	
Premises has been listed in Sligo County Council's Rate Book on 31st December of the previous year?	YES/NO
Applicable VO Property Number:	
Evidence of unit vacancy for 12+ months	YES/NO
Evidence submitted of ownership/lease for a minimum of 12 months of the premises	YES/NO
Section 11 Form submitted by the owner for the subject premises	YES/NO
Is the business a newly established business that has not traded in the County during the previous 12 months	YES/NO
Rates Customer Account Number	
Have all commercial rates/contributions/local authority charges been paid in full for the subject premises?	YES/NO
Annual rates liability is less than €30,000:	YES/NO
Email placed on file confirming that there are no unauthorised development/enforcement proceedings on the subject premises:	

Evidence of current Tax Clearance Certificate	
Standing Order Form Completed	
Has applicant discharged all outstanding local authority charges payable by them?	YES/NO

Application Decision:	
Applicant Qualified	
Applicant Disqualified	
Further Information Required	
If FI required/disqualified, state reason:	
Recommended by:	
	Rates Collector
Approved by:	
	Administrative Officer
Endorsed by:	
	Head of Finance/Financial Management Accountant
Date decision notified to applicant:	
Staff initials:	