



COMHAIRLE CATHRACH NA GAILLIMHE
GALWAY CITY COUNCIL

EXPLANATORY LEAFLET FOR REFUND OF RATES APPLICATION FORM

1. In cases where the property is vacant on the date at the making of the rate* the liability for payment of rates lies with the person entitled to occupy the property (**the leaseholder or if there is no lease - the owner**). Subsequently a refund can be applied for if a property is vacant at the date of making of the rate due to:
 - (a) Vacant for letting - in which case evidence must be produced showing efforts to let, e.g. letters from Estate Agents and/or advertisements giving relevant dates. No refund is allowed where the property is sold.
 - (b) Vacant for repairs or alterations - in which case a certificate from Contractors or Architect or other person must be produced showing dates of commencement and completion of repairs.
 - (c) Held vacant pending demolition or re-development: - in which case a certificate from a Contractor or Architect is required giving relevant dates.

***Date of making Rate and the Annual Rate on Valuation**

2011 - 14th March (€65.46)
2010 - 26th February (€66.12)
2009 - 27th February (€66.12)

Rates must be paid in full for the period claimed, and where there is a sum due to Galway City Council by the applicant under any enactment, at the point when the refund is to be paid, then the Local Authority are empowered to set-off the monies from the refund against this debt. (This is in accordance with Section 7 of the Local Government (Financial Provisions) (No.2) Act, 1983.

2. Upon completion of this form and submission of supporting evidence confirming fulfilment of either of the above conditions- a refund of rates paid in advance of this application can be claimed for every month during which the premises was vacant. (This is in accordance with the Local Government Act 1946, Section 14 (1). Number 24 of 1946).
3. Where a claim is made for a current period, the application form should not be completed until after the date of occupation, or the 31st December in the relevant year, whichever is the sooner.
4. Completed applications should be returned to:
Rates Office
Galway City Council,
City Hall,
College Road,
Galway.
Contact Number: 091/536400



COMHAIRLE CATHRACH NA GAILLIMHE
GALWAY CITY COUNCIL

APPLICATION FOR REFUND OF RATES PAID

Rated Occupier Details	
Rates Account No.:	
Name of Applicant:	
Address of Applicant:	
Tel./ Mobile Number:	
Email Address:	
Property Details	
Address of Premises for which refund is claimed:	
Property I.D. Number:	
Owner Details	
Name of Owner:	
Address of Owner:	
Period of Vacancy	
From:	To:
Amount of Refund being claimed:	
Reason for Vacancy	
Vacant and available for letting	Complete Section A
For the purposes of repairs and alterations	Complete Section B
Demolition or re development	Complete Section B
<i>Please tick appropriate box and complete section indicated</i>	
Statutory Declaration	
I hereby declare that:	
1. I am the Rated Occupier of the premises, the subject of this claim	
2. I have paid the rates for the period of vacancy being claimed	
3. I am the person entitled to the refund.	
4. The premises became vacant on the dates shown above and remained wholly empty and unoccupied by reason of the fact that:	
(a) I was, bona fide, unable to obtain a suitable tenant	
(b) Additions, alterations or repairs were undertaken, details of which are given in documentation attached hereto	
(c) Premises was vacant pending redevelopment or demolition	
I make this solemn declaration for the satisfaction of the Galway City Council, conscientiously believing the same to be true by virtue of the Statutory Declaration Act, 1938.	
SIGNED: _____	DATE: _____
<i>Signature of Applicant</i>	
<i>For the Attention of the Peace Commissioner/Commissioner for Oath/Solicitor</i>	
<i>Please print your name and address below in block capitals and sign</i>	
SIGNED: _____	DATE: _____
<i>Peace Commissioner / Commissioner for Oaths/Solicitor</i>	



COMHAIRLE CATHRACH NA GAILLIMHE
GALWAY CITY COUNCIL

APPLICATION FOR REFUND OF RATES PAID

A) Premises unoccupied due to inability to obtain a tenant

1. Name & Address of Letting Agent	
2. Date placed with Letting Agent	
3. Documents to be submitted with this application	A) Letter from Letter Agent confirming: 1. Property was vacant during period under claim. 2. They are marketing the property for letting. 3. They have been unable to secure a tenant during period under claim and the reasons why. B) Copy of Press Advertisement or Letting Notice
Name & address of person property eventually let or sold to.	

B,C) Premises unoccupied for the purposes of repairs, alteration and re-development

1. Nature of Repairs/Refurbishment	
2. Name & Address of Contractor	
3. Period of Work	Commenced on _____ Completed on _____
4. Documents to be submitted with the application	If work done by Contractor: Certificate from Builder confirming date of commencement & completion of work <input type="checkbox"/> If work done by Direct Labour: Receipts for Labour and materials used in building project <input type="checkbox"/> <i>Please tick appropriate box and attach documents indicated</i>