



FAQ Commercial Vacancy Incentive Scheme

How do I apply for the Scheme?

You can apply for the scheme through the Tipperary County Council website by registering a Submit account and completing the online application form through the following link -

<https://leotipperary.submit.com/show/121>

What documentation do I require?

You would need to provide the following documentation with your application;

- Signed copy of your lease or proof of purchase
- Completed supplier set up form
- Copy of your bank header
- Image of the front of your business
- Letter from estate agency advising length of time property was vacant prior to your lease/purchase
- Evidence of rates payment in the form of receipt

Do I need to pay the full Rates amount prior to applying to the Scheme?

No, the full amount does not need to be paid, however you do need to pay the required percentage depending on what Zone you fall into before the application can be processed.

Where can I make a payment to pay my Rates?

You can pay your rates by Direct Debit, Bank Standing Order, Internet Banking, Telephone, Post, call in person to you MD, Contact your Revenue Staff Officer and Post office Payment. Details for this can be found on the Tipperary County Council website -

<https://www.tipperarycoco.ie/finance/commercial-rates-information-and-advice/general-rates-information-2023>

Can a payment plan be set up to pay my Rates or do I need to pay the amount in full?

Yes, a payment plan can be made to pay your rates but this would need to be done through the Rates department. Once the percentage you are required to pay under the scheme has been received then the application can be processed.



What percentage of my Rates needs to be paid in order to qualify for the scheme?

The percentage you are required to pay is determined by what Zone you fall into and what year of the scheme you are applying for. This is broken down below.

Prime Retail Area Zone Grant

- Year 1 Grant payable equivalent to 90% of rate demand for subject year
- Year 2 Grant payable equivalent to 40% of rate demand for subject year
- Year 3 Grant payable equivalent to 20% of rate demand for subject year

Town Centre Zone or County Tipperary Villages Zone Grant

- Year 1 Grant payable equivalent to 50% of rate paid for subject year
- Year 2 Grant payable equivalent to 35% of rate paid for subject year
- Year 3 Grant payable equivalent to 25% of rate paid for subject year

Countywide Zone Grant

- Year 1 Grant payable equivalent to 40% of rate paid for subject year
- Year 2 Grant payable equivalent to 30% of rate paid for subject year
- Year 3 Grant payable equivalent to 20% of rate paid for subject year

Each Grant is subject to a maximum of €5,000 per grant in any year

Do I need to apply for the Scheme for each year or does this only need to be done once?

Yes, an application must be made each year in order to receive the grant. This is to ensure the business is still in operation and information may need to be updated.

What is the duration of the scheme?

The Commercial Vacancy Incentive Scheme will operate from the 1st of January to the 31st of December. For applicants who commence business within the calendar year, any deficit relating to Year 1 of the grant can be applied for in Year 4.



What contribution of my rates do I need to pay in order to qualify for the scheme in Year 4?

For Year 4, you would be entitled to the same percentage you received in Year 1 for the period that your rates were not received in that year.

E.g. In Year 1, you were in the Prime Retail Area and paid a 10% rates contribution from July to December, this would mean that you would be entitled to receive a 90% contribution from January to June in Year 4, once you had paid the 10% contribution for this period.

Will the grant be paid directly to me or does this go through the Council?

No, the grant would not be paid directly to you. Once the application is processed, the Finance Department of Tipperary County Council will off-set the grant against the balance on your Rates account.

Where can I find my tax reference number and access code?

Your tax reference number and access code can be found on your Revenue.ie account.

Where can I find my Customer rates reference number?

Your Customer rates reference number can be located on your Customer Statement you receive from the Rates Department of Tipperary County Council.

Can I apply if I have similar franchise in a different town?

Yes, franchises are entitled to apply for the scheme

Can I apply if I have similar business in a different town?

Yes, you are entitled to apply for the scheme subject to the following:

- Your original business continues to operate while you benefit from the scheme in another town

Can I apply if I expand my business into a vacant property that is adjacent to my current premises?

If so what will the benefit be for me under the scheme?

Yes, you are entitled to apply for the scheme subject to the following:

- Your original business continues to operate while you benefit from the scheme in another town



- You will be eligible for the Grant (dependant on the location of your premises) but only for the new premises area covered by the expansion

Can I apply for the scheme if my existing business is moving to a new address?

No, this scheme is for new businesses only, therefore existing businesses would not be entitled to apply for the scheme even if they are moving premises regardless of the status of the property you are relocating to.