



Comhairle Chontae Liatroma Leitrim County Council

LEITRIM BUSINESS INCENTIVE SCHEME

APPLICATION FORM

Company/Business Information

Company Name: _____

Contact Person: _____

Address: _____

Phone: _____

Email: _____

Parent Company/Business (if applicable)

Company Name: _____

Contact Person: _____

Address: _____

Phone: _____

Email: _____

Website Address: _____

Existing Business Relocating (if applicable)

Type of Business: _____

Previous Address: _____

Reason for Relocating: _____

Number of Employees: _____

Address of Business : _____

Phone: _____

Email: _____

Proposed New Business (if applicable)

Type of Business: _____

Address of New Business: _____

Total Number of Employees: _____

Opening Hours of Business:
(days/times) _____

Phone: _____

Email: _____

Rent/Lease Agreement Details

Name of Landlord: _____

Address of Landlord: _____

Phone : _____

Email : _____

Amount of Rent per year : _____

Length of Lease Agreement : _____

Copy of Lease Agreement : (Y/N) _____

Commercial Rates Details

For Grant Calculation Purposes

Term of property vacancy : _____

Rateable Valuation of property: _____

Property No: _____

(Available on the valuations office website)

Amount of Rates due for Current Year : €_____

Name of Applicant (in block capitals): _____

hereby apply to Leitrim County Council for a Grant under the Occupation of Vacant Commercial Premises Incentive Scheme . I undertake to abide by the terms of the Scheme.

I attach the following

- Evidence of unit vacancy exceeding 3 months.
- Evidence of ownership and occupation of unit (e.g. Land Registry Certificate) or 3 year lease agreement .
- Evidence of permissions/consents for proposed use
- Evidence of payment of contributions (if applicable), rates and local authority charges
- Copy of Current Tax Clearance Certificate
- Evidence that expanding business is continuing in its current location and that all its obligations to the local authority are up to date.

Signed: _____

Company/Organisation's name (if applicable): _____

Position: _____ **Date:** _____

General Data Protection Regulation

Leitrim County Council is committed to its transparency obligations under the General Data Protection Regulation (GDPR). Our data protection notice for personal data that is supplied to us by our clients is available at www.leitrimcoco.ie. This notice contains important information about how we process personal data that is supplied to us by clients. We request that you read the notice carefully and that you ensure that it is made available to any data subjects (e.g. your employees) whose personal data you provide to us.

Leitrim County Council is committed to protecting and respecting your privacy. Our Data Protection Notice tells you about your privacy rights and sets out how we, as a Controller, collect, use, process and disclose your personal data relating to your interactions with us. Please refer to www.leitrimcoco.ie for copies of our privacy notices.

By ticking 'I agree', you confirm that: (a) you have complied with your own data protection obligations in respect of the personal data that you supply to us and that you are entitled to disclose such personal data to us; and (b) you will ensure that a copy of our data protection notice is sent to data subjects (e.g. your employees) whose personal data you provide to us.

I agree

Freedom of Information

Leitrim County Council will not release any information received as part of this application unless it is required by law, including the Freedom of Information Act 2014. If we receive a Freedom of Information request, we will tell you so that you have reasonable time if you want to contest a disclosure.

For Office Use only

Application reference number : _____

Date Application made: _____

Decision to Grant (Y/N): _____

Date Grant decision made. : _____

Applicable Date: _____

Amount of Rates due for current year : € _____

Criteria Met (Y/N)

Year 1 _____

Year 2 _____

Year 3 _____