

# NON DOMESTIC RATES

Statement of Independent Third Party Evidence Form  
(for the backdating of an application for unoccupied reduction)

**Please complete this form in block capitals,  
but before you do, please read the notes on the back of this form.**

**Please note** - this form is not an application for unoccupied property reduction. You must complete a separate application form.

## Part One

To be completed by the person who is making the claim or their authorised agent.

### Details of the person making the claim

- Title ..... Forename(s) .....
- Surname .....
- Company name (if applicable) .....
- Current Address .....
- ..... Postcode .....
- Daytime Telephone Number .....
- E-mail Address .....
- Property Reference Number (if known) .....
- Full address of the property your backdated application refers to .....
- ..... Postcode .....
- Period of Claim - From..... to .....
- Was the property completed unoccupied during the above period  
(delete as appropriate) YES/NO
- Signed ..... Date .....

## Part Two

To be completed by the Independent Third Party.

### Declaration

I can confirm from **my own personal knowledge** that the information given in PART ONE is true and accurate and **I am not related to the person making the application.**

**Please read this declaration carefully before you sign and date the form.**

Warning: It is an offence to give false information.

I declare that the information I have given on this form is correct and complete.

I understand that if I give information that is wrong or not complete or fail to report a change, which may affect my reduction, I may be prosecuted.

A privacy notice explaining how The Highland Council manages your information for the purpose of collecting non domestic rates and administering rates reliefs is detailed here:

[www.highland.gov.uk/privacy-Non\\_domestic\\_rates\\_payments](http://www.highland.gov.uk/privacy-Non_domestic_rates_payments) Please tick this box to confirm that you have read the privacy notice

- Signed ..... Date .....
- Title ..... Forename(s) .....
- Surname .....
- Job Title (if applicable) .....
- Home Address/Business Address (if applicable) .....
- ..... Postcode .....
- Daytime Telephone Number .....
- E-mail Address .....

## NOTES

### for the completion of the Statement of Independent Third Party Evidence Form

If you are making a late application for unoccupied property reduction we will consider your application backdated for a period of three months from the date we receive a signed application form from you. If you want us to consider an application for a period greater than three months, please arrange for this form to be completed and signed by an independent person i.e. someone who is personally aware the property has been unoccupied and empty from the date specified.

- ***If you need help and advice*** to complete this form please telephone 01463 702984 or e-mail us at: nondomesticrates@highland.gov.uk.
- ***PART ONE of this form*** should be completed by the person making the claim or their authorised agent.
- ***PART TWO of this form*** should be completed by the independent person verifying your claim.
- **Completed claim forms should be returned to:**  
Non Domestic Rates  
The Highland Council  
PO Box 5650  
Inverness  
IV3 5YX
- **Until your claim has been dealt with, you must continue to make payment** as requested in the last bill we sent to you. If we award you unoccupied property reduction we will send you a revised bill which will include all of the payments you have made. If you have overpaid we will send you a refund for the overpayment.