

Commercial VACANCY Incentive Scheme Checklist

Item	Tick
Evidence of Vacant & Offered for rent or lease for Minimum 3 Months prior to occupancy to hand for upload during the application process	
Evidence of Minimum 12 month Lease or Evidence of ownership to hand to upload during application process	
Evidence of Rates Payment up to date to hand for upload during the application process	
Active street front evidence – Photograph of front of business to hand to upload during the application process	
Ensure that the application is submitted within 12 months of occupation of the premises to be eligible to apply	
Have your Tax Clearance reference number and the access code for revenue.ie to hand for completion of the online application	
Have your rates Customer Number to Hand for completion of on-line application	
Have the Property Planning Permission reference number to hand for completion of the on-line application	
A 'New Supplier Set-Up Request Form' completed and POSTED to The finance Section, Tipperary County Council, Civic Offices, Nenagh, Co. Tipperary.	
Have your Receipt and the Receipt number from your payment of the required percentage of your rates demand to hand for the online application process	
Know, and have to hand, the sum of any other grants received in the previous 3 years (if relevant) in order to complete, and sign, the De Minimus Form as it applies to your business	