

NON DOMESTIC RATES

RELIEF FOR UNOCCUPIED PROPERTY

In order to apply for Empty Property Relief please complete the enclosed application form and return it promptly along with the required proof. Please note that failure to provide DOCUMENTARY EVIDENCE as detailed at 3 overleaf will result in your claim being refused.

Generally speaking, premises have to be completely unoccupied to qualify for empty property relief although part empty industrial subjects may still qualify.

Every property is entitled to a single period of 3 months 50% relief when empty, but you should be aware that if the property has been empty prior to your interest in it, then you may not qualify for any period of relief. After this initial 3 month period rates are charged at 90% of the normal amount for the remainder of the empty period, unless the property falls into one of the categories below. .

The empty property rate does not apply to the following categories of property, which are entitled to exemption when empty.

- (1) INDUSTRIAL PROPERTIES (6 months exemption then 90% empty rates charge)**
- (2) PROPERTIES WITH RATEABLE VALUE OF LESS THAN £1,700**
- (3) PROPERTIES UNOCCUPIED DUE TO DEATH OR INSOLVENCY OF THE RATEPAYER**
- (4) PROPERTIES WHICH ARE PROHIBITED BY LAW FROM OCCUPATION (PROOF REQUIRED)**
- (5) PROPERTIES WHICH ARE UNDER A COMPULSORY PURCHASE ORDER**
- (6) LISTED BUILDINGS, BUILDINGS SUBJECT TO PRESERVATION ORDER OR ANCIENT MONUMENTS.**

REFERENCE NUMBER :		
ADDRESS :		
1. Please insert the exact dates of the empty period	From	To
2. Reasons for the premises not being occupied (Please also provide full details of any structural alterations)		
3. Documentary evidence Some documentary back-up to your claim is required. We will accept zero or minimal fuel bills, receipts for work carried out, copies of adverts, bills for adverts, signed statement from Agents, signed statements from 2 neighbours, a dated marketing brochure or other proof that the premises were empty.		
4. Please indicate which categories apply to the premises	YES	NO
1. Industrial Properties		
2. Properties with rateable values of less than £1,700		
3. Properties unoccupied due to death or insolvency of the ratepayer		
4. Properties which are prohibited by law from occupation (send proof)		
5. Properties which are under a compulsory purchase order		
6. Listed buildings, subject to preservation order or Ancient Monuments		
5. If the premises are still unoccupied, what is the likely date of occupation?		
6. The premises may also be visited to confirm that they are empty.		
Please provide the following:-		
1. A contact name and address		
2. A contact telephone number		
7. I / We hereby certify that the information supplied is, to the best of my / our knowledge and belief accurate.		
Signed:		Date:
