

(Phone calls may be recorded)  
Email: [revenue@midsussex.gov.uk](mailto:revenue@midsussex.gov.uk)  
Website: [www.midsussex.gov.uk/revsandbens](http://www.midsussex.gov.uk/revsandbens)

## Section 44A Application Form

Please complete all information on this form and send it to the above address.

<b>Name</b>	
<b>Contact Address</b>	
<b>Phone Number</b>	
<b>Email</b>	
<b>Business Rates Reference</b>	
<b>Address of the property for which the application is made</b>	
<b>Date the area(s) became vacant</b>	
<b>Detail of the area(s) out of use</b>	
<b>Why is the area not in use? (Please provide full details to support your application.)</b>	
<b>When do you expect the area(s) to become occupied?</b>	
<b>What will the area be used for and by whom?</b>	

**Please enclose a plan of the premises clearly showing the unoccupied area(s). Once your application has been received we will contact to arrange access for inspection.**

### Declaration:

**Please note:** Information will only be kept in accordance with the General Data Protection Regulation and the Data Protection Act 2018. Mid Sussex District Council will not supply information to any other organisation or individual except to the extent permitted by law in carrying out any of its functions.

Please refer to our privacy notice on our website at <https://www.midsussex.gov.uk/about-us/privacy-notice> for further details.

I declare that the information I have given on this form is complete and accurate to the best of my knowledge.

<b>Signature</b>	
<b>Position in the Business</b>	
<b>Date</b>	

**If your circumstances change which will affect your entitlement to Section 44a relief you must notify the Revenues Section immediately.**

**Application for a reduction under Section 44a of the Local Government Finance Act 1988 (partly occupied properties) as amended by the Non-Domestic Rating (unoccupied properties) (England) regulations 2008 (SI 2008/386).**