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## APPLICATION FOR EMPTY PROPERTY RATE RELIEF

Under S45 of the Local Government Finance Act 1988, business rates will not be payable in the first three months whereby a hereditament satisfies the criteria in which to be classed as empty.

Qualifying industrial hereditaments will be eligible for a further 3 months rate relief period, 6 months in total. In order to be classed as a qualifying industrial hereditament all buildings comprised in the hereditament must be:

- a) Constructed or adapted for use in the course of a trade or business; and
- b) Constructed or adapted for use for one or more of the following purposes:-
  - i) The manufacture, repair or adaptation of goods or material, or the subjection of goods or materials to any process;
  - ii) Storage (including the storage or handling of goods in the course of their distribution);
  - iii) The working or processing of minerals; and
  - iv) The generation of electricity.

Please complete this application form, if you wish to submit a claim for empty property rate relief.

Please note that prior notice must be given and inspectors will periodically visit the property to ensure that the property remains empty and unused. They may also inspect to verify reoccupation, especially in cases whereby reoccupation is for a short period.

As we are unable to inspect retrospective applications, they will only be considered when received with full supporting documentation, e.g. removal invoice, utility bill confirming no usage.

Any change in circumstances, which may affect your entitlement to the relief, must be notified to the Council. Failure to do so may be regarded as fraud and legal action taken.

**NATIONAL NON-DOMESTIC RATES APPLICATION FOR EMPTY  
PROPERTY RATE RELIEF**

**ABOUT THE PROPERTY**

Address:..... ..... .....	
Interest In Property: .....	Freeholder/Landlord/Tenant/Occupier (delete as appropriate)
What is the nature of the business? .....	

**ABOUT YOU**

<b>If sole or joint trader(s)</b>	<b>If a LTD company</b>
Title ..... First Name(s)..... Surname(s)..... Trading Name..... Home Address..... ..... ..... Telephone Number.....	Company Name..... Company No..... Registered Office Address ..... ..... Telephone Number.....

**IF YOU ARE THE TENANT**

<b>Landlords Details</b>	<b>Managing Agents Details</b>
Name..... Address ..... ..... ..... Telephone Number.....	Name..... Address ..... ..... ..... Telephone Number.....

**INFORMATION REQUIRED IN ORDER FOR EMPTY PROPERTY RELIEF TO BE GRANTED**

Is the property completely empty? Yes/No (delete as appropriate) If yes,

date it was emptied: .....

If no, please provide full details of what remains in the property: .....

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**INDUSTRIAL HEREDITAMENTS**

Are all parts of the building constructed or adapted for use in the course of a trade or business, and used for:

	<b>Yes</b>	<b>No</b>
The manufacture, repair or adaption of goods or materials	<input type="checkbox"/>	<input type="checkbox"/>
The control of goods or materials to any process	<input type="checkbox"/>	<input type="checkbox"/>
Storage	<input type="checkbox"/>	<input type="checkbox"/>
The working or processing of materials	<input type="checkbox"/>	<input type="checkbox"/>
The generation of electricity	<input type="checkbox"/>	<input type="checkbox"/>

**If yes, please provide details** .....

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**DECLARATION**

**Please remember if you give false information you may be prosecuted.**

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

SIGNED..... DATE.....

NAME..... TELEPHONE.....

Please send form to: Mid Sussex Revenues and Benefits Services, PO Box 10607, Nottingham, NG6 6DU