

HORSHAM DISTRICT COUNCIL
WORKING IN PARTNERSHIP
WITH LGSS

0808 164 8610 (Phone calls may be recorded)

<https://www.lgss-revs-bens/Horsham>

LGSS NON-DOMESTIC RATES APPLICATION FORM 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:	
Postcode:	
Interest in Property:	
What is the Nature of the Business:	Freeholder / Landlord / Tenant / Occupier <i>(delete as appropriate)</i>

ABOUT YOU

If sole or joint Trader(s)		If a LTD Company	
Title		Company Name	
First Name		Company No'	
Surname		Registered Office Address	
Trading Name			
Home Address			
Telephone Number		Telephone Number	

IF YOU ARE THE TENANT

Landlord Details		Managing Agent Details	
Name		Name	
Address		Address	
Telephone Number		Telephone Number	

INFORMATION REQUIRED IN ORDER FOR EMPTY PROPERTY RELIEF TO BE GRANTED	
Is the property completely empty?	YES / NO
If YES to the above, date the property was emptied	
If NO to the above, please provide full details of what remains in the property	

INDUSTRIAL HEREDITAMENTS

Are all parts of the building constructed or adapted for use in the course of a trade or business, and used for:	
The manufacture, repair or adaption of goods or materials	YES / NO
The control of goods or materials to any process	YES / NO
Storage	YES / NO
The working or processing of materials	YES / NO
The generation of electricity	YES / NO
If yes, please provide full details	

DECLARATION

Please remember if you give false details you may be prosecuted

I declare that the information given on this form is complete and accurate to the best of my knowledge. In order to protect public funds, the Council may use the information you have provided on this form to prevent and detect fraud.

The Council may also share this information, for the same purposes, with other organisations that handle public funds.

Name	
Signature	
Position in the business	
Date	

Please send this form to: Horsham Revenues and Benefits, PO Box 10745, Nottingham, NG6 6ED

Information will only be used by Horsham District Council and its employees in accordance with the Data Protection Act 1998. Horsham District Council will not supply information to any other organisation or individual except to the extent permitted by the Data Protection Act and which is required or permitted by law in carrying out any of its proper functions.