

SOUTH HOLLAND DISTRICT COUNCIL

RATING and RECOVERY SECTION

BUSINESS RATES

Application for empty property relief

PLEASE READ THESE NOTES BEFORE YOU COMPLETE THE FORM:-

- 1. Empty property relief can only be awarded if the whole of the property concerned is 'completely empty and un-used'.**
- 2. An application must be made in writing and must be signed by the ratepayer or an acceptable agent (for example a solicitor or managing agent).**
- 3. Every empty property qualifies for full relief for the first three months it is empty – leaving nothing to be paid. (Some properties may be entitled to a six month exemption, please call 01775 761161 and ask for business rates)**
- 4. After three months the full charge usually becomes payable. This charge is called the empty property rate (EPR).**
- 5. Certain properties are granted an exemption from the EPR. These exemptions apply to those that the law says cannot be used; a building that has a preservation notice in force; one that is owned by the estate of a deceased person; where the owner is subject to insolvency proceedings and where the rateable value of the property is below £2200. If an exemption is granted full relief continues, leaving nothing to be paid.**
- 6. Once you have sent us an application we will send you a revised bill telling you what relief has been awarded. (A further bill will be sent if the property is empty for more than 3 months.) If we cannot award any relief we will tell you why.**
- 7. If the empty property is re-occupied, sold or let YOU MUST TELL US AS SOON AS POSSIBLE.**
- 8. We regularly inspect empty properties and we may also write to you periodically and ask you to confirm the current situation.**
- 9. If a claim is found to be invalid we will withdraw the relief and re-issue a bill for any charges that become due. Proceedings may also be taken against anyone who submits a fraudulent claim.**

IF YOU WISH TO CLAIM A PROPERTY AS EMPTY PLEASE COMPLETE ALL OF THE SECTIONS OVERLEAF.

• What is the full postal address of the property?
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• Business rate account reference (if known):
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When did the property first become empty and un-used? (Please insert the exact date):
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• If you think the property may qualify for an exemption write here the category that you think applies (see notes overleaf):

• If you know when the property will be re-occupied give the details here (when and who by):

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• Is the property currently for sale or to let? **SALE / TO LET / NEITHER**

• Tell us here any other information you think we may need:
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• How can we contact you? (Please include address, telephone number and email address):
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Signature: _____ Date: _____

Full name: _____

If you need any help or advice please ring us on 01775 761161, extension 4608. Once you have completed the form please send it to: South Holland District Council, Revenue Services, P.O. Box 8, Priory Road, Spalding, Lincs PE11 2XQ – please mark your envelope ‘Business Rates’.