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**NATIONAL NON-DOMESTIC RATES
APPLICATION FOR PARTLY OCCUPIED RATE RELIEF
Local Government Finance Act 1988 (Section44A)**

(Please use BLOCK CAPITALS)

ADDRESS OF PREMISES	DESCRIPTION	RV
	Trade or Business Carried out	

Account Reference		Property Reference	
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To apply for Rate Relief, please complete this form and return it to the Business Rate Section within 14 days. Any delay in applying may affect the amount of relief you are granted.

Particulars of the Charity or Organisation

Date of Purchase		Date of Occupation	
Effective Date of Part Occupation/Vacation			
Length of time likely to be empty			
Date of Vacation		Date of Sale	

Explain briefly why the premises are partly empty:-

Please attach a floor plan indicating the parts of the premises which are not in use.

I DECLARE that the information given on this application form are correct to the best of my knowledge.

Signature Date

Name

Position in Organisation

Full name of Ratepayer or Company	
Correspondence AddressPostcode.....
Email address
Telephone number

**NATIONAL NON-DOMESTIC RATES
SECTION 44A RELIEF APPLICATION**

EXPLANATORY NOTES

- 1 A person who is the sole occupier of a hereditament is deemed to be in rateable occupation of the whole, whether the whole of the hereditament is in productive use or not.
2. The local authority, however, has the discretion to grant Section 44a relief on all business premises, **which are partly unoccupied for short period of time.** The Valuation Officer must certify the area of non-occupation.
3. Applications will be considered where the premises are partly unoccupied due to:-
 - a. **Full occupation being phased in over a period of time**
 - b. **Full vacation occurring in stages over a period of time**
 - c. **Temporary part-occupation due to remedial building or refurbishment works, fire damage or similar**
4. The effective start date of Section 44a relief will normally be the date of your initial request, or the date of the visit by the Council's Inspector. **N.B. There will be no retrospective granting of relief where a request is made after the premises become fully occupational, or are fully vacated.**
5. Relief will not be granted for periods of less than 6 weeks and will end on:-
 - A. The date of full occupation
 - B. The date of full vacation
 - C. The date of completion of remedial works
 - D. The end of the financial year (a further application will need to be made if the period of part-occupation continues after the 1st April)
 - E. **In the case of premises which are not totally exempt when occupied:** the maximum period of relief will be limited to a 3-calendar month exemption of rates for Offices, Shops and similar retail premises, and a 6-calendar month exemption for Industrial premises.
6. A floor plan must be provided showing the areas of occupation and non-occupation. **N.B. Relief will not be granted where non-occupation is less the 25% of the total floor area.**
7. Payment cannot be withheld pending the receipt of the Section 44A Certificate from the Valuation Officer. An intermediate instalment plan will be agreed with you to prevent recovery action being taken against you.
8. A Council Inspection Officer will visit your premises from time to time, without any prior appointment, to check the certified unoccupied area is not in use. **IF ANY OF THE SECTION 44A AREA IS FOUND TO BE IN USE THE RELIEF WILL BE RESCINDED IMMEDIATELY AND AN AMENDED BILL WILL BE ISSUED.**