

**Application for rate relief for  
properties partially unoccupied for a short period of time**

The law says we can reduce the amount of business rates you have to pay, if part of your property becomes completely empty, and you expect it to remain empty for a short period of time.

Examples include:

- relocation where occupation is being phased in or out,
- damage to part of the property from fire or flood, or
- extensive improvement works are being carried out.

We may ask an inspector to visit your property to check the details you give us.

Company or trading name.....

Address of property .....

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Daytime telephone number .....

Email address .....

Business rates account number      9 6 .....

Property reference number .....

**This information can be found on your business rates bill.**

Date the area became vacant                      \_\_\_\_/\_\_\_\_/\_\_\_\_

Date you expect to re-occupy the area                      \_\_\_\_/\_\_\_\_/\_\_\_\_

Describe where the vacant area is within the property.

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Please provide a detailed site plan and measurements of the area.

Why is this area vacant?

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Signed .....

Date .....

Print name .....

Capacity in which signed .....