

Application for Empty Relief

Account Number:	
Name:	
Property address:	

You have requested a relief from your Business Rates because the property is empty. For your request to be considered, I need you to complete and return this form within 14 days.

1. Is the property completely empty except for fixtures and fittings? Yes/No
2. What date did the property become empty? _____
3. Why is the property empty? (Please complete details below)

Reason	
Ceased Trading	
Pending sale	
Pending Re-letting	
Other, please give details	

Depending on the reason you have given, the council may need to contact you for some further information, so please complete the information below, read the declaration and sign and return the form. No relief or exemption will be given unless this form is returned with sufficient information* (see below for examples) to support the request and the property has been inspected.

- * - Documentary evidence
- Landlords confirmation
- Removal Receipts

Contact address:

Daytime telephone number:
(Required for inspection appointment)
Email address:

I declare that the information on this form is true and complete and I authorise the council to verify the details. If the relief or exemption no longer applies to the property I undertake to notify the council within 14 days of this occurring. I understand that failure to provide this information could be treated as an offence under the Local Government (Miscellaneous Provisions) Act 1976.

Signature:
Capacity in which signed:

Date:

To submit your application you will need to:

1. Scan the completed form and relevant documents using either a scanner or taking a picture of it using your mobile phone.
2. Send the scanned/pictured image to your computer eg by email or text
3. Answer all the questions and then attach the image at www.harrow.gov.uk/bratesevidence