

Application for Empty Relief from Business Rates

Account Number:	
Name:	
Property address:	

You have requested a relief from your Business Rates because the property is empty. Please be aware that if the property has been emptied prior to you taking over as the business ratepayer in most instances there is no further empty exemption, and the full charge is still payable. See www.harrow.gov.uk/bratesreliefs

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.

*

- Removal receipts
- Landlord confirmation

If your claim is retrospective and we have not had the opportunity to carry out an inspection, then in most instances your request will be declined especially if the property is now occupied.

Putting Residents First

By signing this form, you agree that, to the best of your knowledge, the information contained in it is true and complete to the best of your knowledge and belief. Wilfully making a false statement on this application form is an offence and may result in legal proceedings being taken against you.

You must continue to make payments of your Business Rates, as shown on your most recent Business Rates bill until such time as you receive a revised notice. Making this application, does not mean you should stop or reduce the payments requested.

The authority is required by law to protect the public funds it administers. We may share information you provide with other bodies responsible for auditing, or administering public funds, or where undertaking a public function, in order to prevent and detect fraud. We may also share information you provide to a Specified Anti-Fraud Organisation (SAFO) for the purposes of preventing and detecting fraud. For further details on this, please visit www.harrow.gov.uk/privacy and select Corporate Anti-Fraud Team.

7. Declaration:

I confirm that I am authorised to sign on behalf of: _____

Name

Signature

Date

Position in Organisation.....

Telephone

Email

Please return this application by uploading the completed form at www.harrow.gov.uk/bratesevidence

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 e.g., by email or text
3. Answer all the questions and then attach the image at www.harrow.gov.uk/bratesevidence

Or return by post to Harrow Council, PO Box 731, Business Rates, Harrow, HA3 3RG

Address Harrow Council, PO Box 731, Business Rates, Harrow, HA3 3RG

Web www.harrow.gov.uk