



NON-DOMESTIC RATES – UNOCCUPIED PROPERTIES APPLICATION FORM

*Please read the notes overleaf carefully before completing this form

Account No.		Property No.	
1) Property Address			
Property No. / Name			
Street			
Town			
County		Post Code	
2) Reason for property being unoccupied (see note 1)			
3) Date the property became unoccupied (see note 3)			
4) Date the property was re-occupied			
5) Additional Information (see note 1)			
6) Brief description of business last carried out at the property			
7) Name of the owner of the property			
8) Present address of the Owner (if different from above)			
House No. / Name			
Street			
Town			
County		Post Code	
9) Signed			
10) Date			

For Official Use Only

Date Received _____

Date Processed _____

Date Notification Sent _____

User Id _____

Checked _____

NON-DOMESTIC RATES – UNOCCUPIED PROPERTIES

Notes for Guidance

Please read these notes carefully before completing the form overleaf

Any application made in respect of unoccupied property may be subject to an inspection at any time.

NOTE 1. The list below shows the reasons for which a non-domestic property may be classed as unoccupied.

In BOX 2) overleaf, please enter the number(s) that indicate the reason for your claim for an allowance in respect of Non-Domestic Rates for an unoccupied property.

1. The property is empty and unoccupied
2. The property is prohibited by law from being occupied or allowing it to be occupied
3. The property is unoccupied by reason of action taken by the Crown or any Local or Public Authority
4. The property is subject to a building preservation notice (Listed Building)
5. The property is included in the schedule of Monuments
6. The property is partially unoccupied

Further information or proof may be required and this should be entered in BOX 5) overleaf depending upon the reason for which the property is unoccupied.

In the case of 1. And 6. Above, a charge of 50% of the full charge may be made after THE PROPERTY has been unoccupied for 3 MONTHS, if the property is not classed as an industrial hereditament (see below for definition).

PLEASE NOT THAT A CHANGE IN OWNERSHIP WILL NOT QUALIFY FOR A FURTHER 3 MONTHS EXEMPTION FROM THE CHARGE. THE EXEMPTION FROM THE CHARGE WILL BEGIN ON THE FIRST DAY THE PROPERTY BECOMES UNOCCUPIED AND WILL END AFTER 3 MONTHS. THERE MUST BE A 6 WEEK PERIOD BETWEEN UNOCCUPIED PERIODS.

If you are making an application in respect of 6. Above, a plan of the property must be provided, showing clearly the part(s) not used, together with their dimensions. No allowance will be given in respect of an application for partial occupation until an inspection has been carried out.

Definition of an Industrial Hereditament

A property is classed as an industrial hereditament if

- a) it has been constructed or adapted for use in the course of a trade or business: **AND**
- b) it has been constructed or adapted for use for one or more of the following purposes:
 - i) The manufacture, repair or adaptation of goods or materials, or the subjection of goods or materials to any process;
 - ii) Storage
 - iii) The working or processing of minerals; and
 - iv) The generation of electricity.

If you require help with this form or any further information, please contact my Non-Domestic Rates Section at the address shown overleaf or by telephoning:-

- a) 01495 355215 for the Ebbw Vale and Tredegar areas
- b) 01495 355217 for the Abertillery, Brynmawr and Nantyglo & Blaina areas.