



London Borough of Hounslow

National Non-Domestic Rates, London Borough of Hounslow, PO Box 185, Hounslow TW3 4WD

NON-DOMESTIC RATES - APPLICATION FOR SECTION 44a

Please use this form to apply for part occupied relief, in accordance with section 44a of the Local Government Finance Act 1988.

This application form should be used where part of the property is empty and cannot be split by the Valuation Office Agency. Any award should be for a temporary period only; dependant on the type of property the relief can be limited to 3-6 months or to a maximum of 1 year.

Where the information supplied is satisfactory, the local authority will send the request to the Valuation Office Agency who will then apportion the rateable value and issue a certificate to the local authority. This certificate will be used to amend the account and be used for audit verification.

A scale plan must be attached to this application detailing the unoccupied area to enable a decision to be made.

If your application is successful, a revised bill will be issued detailing the revised balance. Alternatively, if your application is unsuccessful, the council will advise you in writing. Please note that your current rates remain payable whilst the council is considering this application.

If you require any assistance in completing this form, please call our Non-Domestic Rate Helpline on 020 8583 5708.

PLEASE COMPLETE IN BLACK INK

Account Number:

(You will find this on the rate demand)

Ratepayer's Name:

Address of Rated Premises:

Correspondence Address:

(if different)

Owner details:

Description of Rated Premises:

(You will find this on the rate demand)

Rateable Value:

(You will find this on the rate demand)

Your website address: (if applicable)

PLEASE ANSWER ALL OF THE FOLLOWING QUESTIONS AS FULLY AS POSSIBLE

1. The area of the property which is empty/unoccupied

Two horizontal lines for text entry.

2. The reason for the unoccupied area

Two horizontal lines for text entry.

3. Dates the area is unoccupied:

From

Three boxes for date entry: [][][] [][][] [][][]

To

Three boxes for date entry: [][][] [][][] [][][]

(provide if appropriate)

4. Please enclose a 'to scale plan' showing the unoccupied area

Declaration

I confirm that all information given in this form is true to the best of my knowledge and belief. I understand if any information that I give is found to be inaccurate, my application will be disqualified with immediate effect.

Signature: **Date:**

Name: (please print in block capitals)

Capacity in which signed: (please print in block capitals)

Daytime Telephone Number:

Email address: