



## **Section 44A Part Occupied Property Business Rates Relief Form**

**Name and address of organisation:**

Account Reference:

Date:

In order to deal with your request for a reduction in Business Rates under Section 44A of the Local Government Finance Act 1988, I require you to provide the following information in order to continue with your application. If you do not provide any of the items requested, this will result in a delay in your application or your application being refused.

**Correspondence address of organisation** (if different from above):

**Property Address for which the application is being made:**

When did the area(s) become empty?	
What is the reason for the areas becoming vacant?	
What was the area used for prior to it becoming empty?	
When do you expect to start using the vacant area again?	

Do you have any plans for the vacant area, if you are not going to occupy it again?	
If the vacant area is up for sale, please confirm: - The date it was put up for sale - Who it is marketed with - The current position regarding any sale	
<p align="center"><b>Please enclose a plan of the premises, clearly showing the unoccupied area(s).</b></p>	

Signed ..... Date .....

Position in Organisation.....

Contact Tel.No.....

E-Mail Address.....

Please return this form, and a plan of the property showing the unused areas, to the Business Rates Team at :- **Corporate and Support Services**, Business Rates Team, Town Hall, Stockport, SK1 3XE, as soon as possible.

**You should continue to make payments on your account in accordance with your latest bill until any relief is confirmed.**