



Sheffield City Council
 Business Rates
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 Sheffield
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www.sheffield.gov.uk/businessrates

Application for Relief for partly occupied properties Section 44(a) Local Government Finance Act 1988

Section 1 – Your Details

The name on your Rates Bill	
Your Business Rates Account Number	
Your Business Rates Property Reference	

Section 2 – The property you want to apply for relief

The address of the property you are claiming for	
Date that unoccupied part of the property became empty	
Date that you expect the property to be fully re-occupied	

To complete your application, please provide us with a detailed Plan of your property clearly showing :

Which part of the property is currently occupied

Which part of the property is currently unoccupied

Section 3 – Application

To verify your application, a representative from Sheffield City Council will visit your premises. This can usually be done without an appointment, but if we are unable to gain access, we may need to contact you. Please make sure this section is fully completed or your application may be delayed	
Application completed by – (please print name)	
Signed	
Telephone Number	E-mail address

Please read the notes on the reverse of this form

Partly Occupied Relief under Section 44(a) of the Local Government Finance Act 1988.

Partly Occupied Rate Relief can be applied for when part of a property is unoccupied for a short period only.

It is awarded at the discretion of the Council, based on legislation and guidelines provided by the Government. The Council will make a determination on whether your premises are partly unoccupied and whether they will be unoccupied for a short period only.

If the Council believes these conditions have not been met, your application will be refused.

Once we have received and verified your application, we will ask the Valuation Office Agency to provide us with a certificate which will show the split between the empty and occupied Rateable Value of your premises. When we receive this, we will apply relief to your account and send you a revised bill.

Ending your relief

Your relief will end –

When the property becomes fully re-occupied

Or

At the end of the financial year (31st March)

Whichever is the earlier

You will have to re-apply for the following financial year if you still want relief on your bill.

Checklist

Before returning this form, please make sure it is fully completed –

All parts of the form have been fully completed

The form has been signed and contact details provided

A plan is attached to the application showing which areas are occupied and which are unoccupied

If you are unsure whether you should make an application, please contact the Business Rates Team for further advice.

Please make sure you read these notes before you complete this form and that all parts of the form are completed