

Business Rates

Notification of an Empty Property



A. YOUR DETAILS

Name of Liable Party:	
Billing Address:	
If limited company, please provide registered number	
If limited company, please provide registered address:	
Your E-Mail address:	
Your Telephone Number	

B. THE EMPTY PROPERTY

Address of property:	
Business Rate account number (found on your bill):	
Property Reference number (found on your bill):	
Property description e.g. Warehouse, Office 2nd floor:	
Date property empty i.e Stock, fixtures and fittings removed:	

C. DECLARATION

Signed by	
Print Name	
Date	

When the Council receives this form, it will be treated as a declaration from the sender that the information given is correct and that the Council will be notified immediately of any change in circumstances.

Please return this form to Empty property Relief, Customer Services Melton Borough Council, Nottingham Road, Melton Mowbray LE13 0UL

Empty Property Rating

If a commercial property is unoccupied the owner or leaseholder may be liable to Empty Property Rates (EPR). This charge is levied at 100% of the full occupied amount and will usually commence after an initial exempt period of 3 months for most properties or 6 months for industrial properties. Please note that the 3 or 6 month exemption commences from the date that the property first became empty and will not be re-granted simply because of a change of ownership. Please see other Exemption categories below.

Empty Property Exemptions

LISTED BUILDING – premises designated as a Listed Building.

SMALL RATEABLE VALUE – premises with a rateable value not exceeding £17,999
(1 April 2010 to 31st March 2011 only)

DECEASED ESTATE – Personal Representatives of the deceased ratepayer's estate.

BANKRUPTCY & WINDING UP – ratepayer is subject to insolvency action.

LIQUIDATION & DEED of ARRANGEMENT – ratepayer acting in official capacity only.

CROWN or GOVERNMENT ACTION – kept vacant due to Crown or public authority action.

IN ADMINISTRATION - premises where liability falls upon a company in Administration.

CHARITIES & CASCs - premises owned by charities or Community Amateur Sports Clubs, where there is an intention to use the property for charitable or CASC purposes.