



Tel: (01827) 715341

[illegible]

2. The reasons why this area is, or will be unoccupied:

3. Dates the area is, or is expected to be unoccupied. It is to include any dates where the unoccupied area is expected to change (i.e. gradual move in/out):

- **A scale plan in m2 must be attached to this application detailing the occupied/ unoccupied areas. A plan must be provided for all anticipated changes to the unoccupied area for the period the relief is claimed.**

If your application is successful, a revised bill will be issued detailing the amended balance. If your application is unsuccessful, we will advise you in writing.

This application and supporting documents are to be sent to: businessrates@northwarks.gov.uk or via post to **Business Rates, The Council House, South Street, Atherstone, CV9 1DE**

DECLARATION:

I declare that the information given is correct to the best of my knowledge. I verify that I am the person responsible/authorised to act on behalf of the ratepayer for the above property and hereby claim the relief. I understand that I may be liable to prosecution if I have wilfully stated anything that I know to be false or do not believe to be true. I agree to the Council making any enquiries that it considers necessary to verify the information that I have provided.

I agree to notify North Warwickshire Borough Councils business rates team within 28 days of any change in circumstances that may affect entitlement to this relief.

Signed: _____

Print name: _____

Role in business (e.g Director/Agent) _____

Date: _____

Email address: _____

Contact Telephone Number: _____