**Section A**

Business and address details

**Please complete this section about the property that you want to claim relief for and the business that owns it.**

Account number:

Property reference number:

**Organisation**

Name or title of business / owner applying for relief.

[Type a quote from the document or the summary of an interesting point. You can position the text box anywhere in the document. Use the Drawing Tools tab to change the formatting of the pull quote text box.]

**Does the business/organisation claiming the relief pay its employees the National Minimum Wage and/or the National Living Wage, as appropriate to their age and circumstances?**

**Contact Details**

[Type a quote from the document or the summary of an interesting point. You can position the text box anywhere in the document. Use the Drawing Tools tab to change the formatting of the pull quote text box.]

[Type a quote from the document or the summary of an interesting point. You can position the text box anywhere in the document. Use the Drawing Tools tab to change the formatting of the pull quote text box.]

Name of contact:

[Type a quote from the document or the summary of an interesting point. You can position the text box anywhere in the document. Use the Drawing Tools tab to change the formatting of the pull quote text box.]

Contact telephone number:

Email Address:

[Type a quote from the document or the summary of an interesting point. You can position the text box anywhere in the document. Use the Drawing Tools tab to change the formatting of the pull quote text box.]

Address for correspondence if different from the property address:

**Section B**

Details of the property for which you wish to claim relief

[Type a quote from the document or the summary of an interesting point. You can position the text box anywhere in the document. Use the Drawing Tools tab to change the formatting of the pull quote text box.]

Address of the property for which the relief Is claimed:

Please describe the area(s) which has become out of use and detail the circumstances leading to partial occupation.

[Type a quote from the document or the summary of an interesting point. You can position the text box anywhere in the document. Use the Drawing Tools tab to change the formatting of the pull quote text box.]

Date the area(s) become vacant:

[Type a quote from the document or the summary of an interesting point. You can position the text box anywhere in the document. Use the Drawing Tools tab to change the formatting of the pull quote text box.]

When do you expect the area(s)

[Type a quote from the document or the summary of an interesting point. You can position the text box anywhere in the document. Use the Drawing Tools tab to change the formatting of the pull quote text box.]

to become occupied?

**Please enclose a plan(s) of the premises clearly showing the unoccupied area(s) and include measurements wherever possible.**

**Once your application has been received we will contact you to arrange a suitable date to allow access for inspection.**

**(Any photographs of the area(s) would be appreciated).**

**Practical, financial or economic difficulties encountered**

What practical, financial or economic difficulties have you encountered as to why occupation or vacation of all of the property is required, or what exceptional circumstances have arisen meaning the area indicated above is incapable of occupation at that time

**Declaration**

**This application is submitted on behalf of the named organisation and I declare that the enclosed information is correct.**

Name:

Signature:

Position held in organisation:

Telephone number:

Email address:

Date:

**Please return this completed form to**

Sandwell Metropolitan Borough Council, Revenues and Benefits Services

PO BOX 10597, Nottingham, NG6 6DQ