

LPS VACANCY APPLICATION FORM (VAF 01)



- This form is for **domestic properties** and **non-domestic properties with an NAV of under £2000** only.
- You cannot claim a vacancy for any period of seven days or less.
- You cannot claim a vacancy for any rental property that has **Article 21** status.
- If you own a **vacant** non-domestic property with an NAV of over £2000, please contact Non Domestic Vacant Rating by dialling 101 or 028 9151 3101, or email: ndvr@lpsni.gov.uk

NOTES

- Guidance notes have been provided for your information. **Please read these notes carefully before completing the form**
- **Land & Property Services will only consider awarding a vacancy upon receipt of this form, completed in full.** Applications by telephone or other communication will not be accepted. Upon receiving this application we may contact you for further information if required. LPS will consider a property to be occupied until satisfied property is vacant.

SECTION 1 – RATEPAYER/PROPERTY DETAILS

Ratepayer ID

Occupancy ID

Address of property you wish to declare vacant

Postcode

Your surname

Your first name(s) in full

Your correspondence address

Postcode

Your contact telephone number

Your email address

Is it a rental property? Yes No

Do you own the property? Yes No

If **No**, please provide name and address of the property owner below.

Owner's surname

Owner's first name(s) in full

Owner's address

Postcode

Owner's contact telephone number

Owner's email address

SECTION 2 – DECLARATION

I declare: (Please tick)

This property has been unoccupied and devoid of furniture from
The property has not been used for storage.

Please **choose one** of the following two options:

This property is currently vacant.

This property was vacant until

- I understand that I should continue to pay rates on the property until this application is processed.
- I understand that LPS may carry out inspections on my property. If my property is found to be no longer vacant I will be charged for rates.
- If my property **became vacant more than six months ago**, or the property has been **moved back into, refurbished or used since then** I have provided evidence as outlined in the Guidance Notes.
- The information that I have provided is true and correct. I understand that this is in my own best interests, as if the information provided is found to be incorrect I will be charged for rates.

Signature of ratepayer

Date

Data Protection

Any information you have provided will be used for the billing and collection of rates and the recovery of any unpaid debt due to Land & Property Services. This agency is under a duty to protect the public funds it administers, and to this end may use the information you have provided for the prevention and detection of fraud, therefore it may also share this information with other bodies for these purposes.

**PLEASE
RETURN THIS
COMPLETED
FORM TO:**

Land & Property Services
Lincoln Building
27–45 Great Victoria Street
Malone Lower
BELFAST, BT2 7SL

CONTACT US

Dial **101** (All calls cost 10p)
and ask for the Landlords Team
Dial **028 9151 3101** if outside
NI or unable to access 101
18001101 Text phone



FOR STAFF USE ONLY

Approving Officer Signature: Date: Vacancy: Approved Rejected

WHERE A VACANCY IS REJECTED

Reason for rejection:

Approving Officer Signature: Date:

GUIDANCE NOTES – VACANCY APPLICATION FORM

What is a vacancy?

A vacancy is where a property is:

- Unoccupied
- Unfurnished
- Not used for storage

LPS consider a property 'unfurnished' when all furniture not fixed to a wall, floor or ceiling has been removed.

You are not currently required to pay rates for a property while it is vacant. This will be subject to charge in October 2011 when the Rating of Empty Homes is due to be introduced.

Will I need to provide evidence?

There are two circumstances that require third party evidence:

- When your vacancy started more than six months ago
- Where the property has been moved back into, refurbished or used since then

If either or both of these apply to your vacancy then you are required to attach third party evidence that the property was vacant throughout this time to this application.

Even if you do not require evidence, you will need to sign the declaration and return this form to us to confirm you understand the terms of your vacancy or we cannot approve your application.

Required evidence

Where you need to supply us with evidence, you will require:

- **Proof the property was not used**, ideally utility bills from when the property was vacant. LPS understand access to historical bills may vary between supplier. Customer Sales Reports should be available for keypad meter customers. These need to demonstrate reduced electricity use. If you can, please provide LPS with a utility bill from when the property was in use as well.

and/or

- **Proof the property could not have been used**, ideally a letter signed from a contractor who is working or has worked on your property, if your property required renovation or repair. This letter should say when the work started, when it finished, and what it involved.

You should retain the original versions of your evidence.

LPS will consider all evidence provided. We would advise that you supply all the supporting evidence you have available.

Any letters from third parties (such as solicitors or contractors presented as evidence) should not be speculative; they must confirm facts. Letters declaring 'I have been informed that' or 'the property may have been vacant' will not support a vacancy.