



## Non-Domestic Vacant Rating (NDVR) Declaration Guidance Notes

A property is considered vacant for rating purposes if it is unoccupied, unfurnished and not used for storage.

Vacant rates are not payable for a property with a Net Annual Value (NAV) of less than £2,000.

For properties with a NAV of £2,000 or more, rates are not payable for three months from either the date on which a non-domestic property becomes vacant or, in the case of a property which has never been occupied such as a new build, the date on which Land & Property Services (LPS) has determined the property to be completed.

After the three month period has ended, rates will be assessed at 50 per cent of the normal occupied amount until the property becomes occupied. Please note the property must be occupied for a minimum of six weeks before there is an entitlement to another three month free period.

### NOTES

- This Declaration must be used by the person entitled to possession of a non-domestic property (i.e. either the owner or leaseholder) to inform LPS of a vacancy.
- You must complete all questions and enter all required information unless directed otherwise.
- For rating purposes a property is considered vacant if it is:
  - Unoccupied,
  - Unfurnished; and
  - Not used for storage.
- You must complete a separate Declaration for each property for which you wish to declare a vacancy.
- To declare multiple properties as vacant, please email [rating@lpsni.gov.uk](mailto:rating@lpsni.gov.uk). You must include all the information requested on this form for every property you wish to declare as vacant.
- All information you supply must be true and accurate.
- You must provide all necessary information and documentation to support your vacancy Declaration. If you do not supply this information, LPS will not be able to process your Declaration.
- You must continue to pay your rate account while your Declaration is being considered.

**EMAIL OR  
WRITE TO  
US AT:**

**Email: [rating@lpsni.gov.uk](mailto:rating@lpsni.gov.uk)**

**Land & Property Services**

Lanyon Plaza  
7 Lanyon Place  
Town Parks  
BELFAST, BT1 3LP

**VISIT OR  
TELEPHONE:**

Visit

[www.nibusinessinfo.co.uk/rates](http://www.nibusinessinfo.co.uk/rates)

Dial **0300 200 7801** (calls  
charged at local rate)

If outside NI, dial  
**+44 28 9067 5501**

Text relay

**18001 0300 200 7801**

# LPS NON-DOMESTIC VACANT RATING (NDVR) DECLARATION



Land &  
Property  
Services  
Seirbhísí  
Talún agus  
Maoine

**PLEASE COMPLETE THIS DECLARATION TO CHANGE YOUR NON-DOMESTIC PROPERTY STATUS FROM 'OCCUPIED' TO 'VACANT'.**

## SECTION 1 – DETAILS OF PROPERTY

Ratepayer ID\*

Occupancy ID\*

Account ID\*

You must provide **ALL ID numbers** for your Declaration to be considered. These can be found on the rate bill.

Address of the property which has become vacant:

Postcode

Confirm date the property has been:

Unoccupied:

Unfurnished:

Not used for storage purposes:

You must provide dates for **all three** conditions above to confirm the property meets the vacancy criteria or your Declaration will NOT be accepted.

## SECTION 2 – PROPERTY OWNER'S DETAILS

Owner's surname

Owner's first name(s)

Owner's billing address

Postcode

Owner's contact telephone number

Owner's e-mail address

## SECTION 3 – PROPERTY LEASEHOLDER'S DETAILS

Does the property currently have a Leaseholder?  Yes  No

If no, proceed to **Section 4**. If yes, please provide details

Confirm date the lease began

DD/MM/YYYY

Leaseholder's surname

Leaseholder's first name(s)

Leaseholder's billing address

Postcode

## SECTION 4 – HISTORY OF PROPERTY

Was the property previously let before becoming vacant?  Yes  No

If no, proceed to **Section 5**. If yes, please provide details

Tenant's surname

Tenant's first name(s)

Tenant's billing address

Postcode

## SECTION 5 – REGISTERED COMPANY DETAILS

Was the property occupied by a registered company before becoming vacant?  Yes  No

If no, proceed to **Section 6**. If yes, please provide details

Registered company name:

Registered company address

Postcode

Business contact telephone number

Business e-mail address

## SECTION 6 – ESTATE AGENT DETAILS

Is the property currently listed with an Estate Agent?  Yes  No

If no, proceed to **Section 7**. If yes, please provide details

Estate Agent Name

Estate Agent Address

Postcode

Estate Agent contact telephone number

Estate Agent e-mail address:

## SECTION 7 – COMPLETING THE DECLARATION ON BEHALF OF SOMEONE ELSE

Are you completing the Declaration on behalf of someone else?  Yes  No

If no, proceed to **Section 8**. If yes, please provide details

Your surname

Your first name(s)

Your address

Postcode

Your contact telephone number

Your e-mail address

Relationship to ratepayer

## SECTION 8 – VACANCY DECLARATION

1. I confirm that the property for which I am declaring a vacancy is unoccupied, unfurnished and not used for storage purposes.
2. The information I have provided in this Declaration is true and complete. If I give any information which I know to be false I understand that I shall be liable on summary conviction to a fine.
3. I am aware that I must inform Land & Property Services (LPS) if there are any changes in the circumstances relating to this vacancy.
4. I confirm that I give my consent for LPS to seek and use further information from other sources to review this Declaration.

Name of person submitting Declaration

Date

DD/MM/YYYY

### Data Protection

LPS collects and stores information for the purposes of rating, valuation, mapping and land registration in Northern Ireland. LPS will use and disclose/share the information you provide in full compliance with the Data Protection Act 1998 and the Department of Finance's Data Protection Policy.

Any personal data you provide will only be used by LPS as set out in the LPS privacy statement found at: [www.finance-ni.gov.uk/publications/lps-privacy-notice](http://www.finance-ni.gov.uk/publications/lps-privacy-notice)

Please be aware that LPS or an agent acting on its behalf may carry out an inspection of the property to confirm that it is unoccupied, unfurnished and not used for storage purposes. If the property is found to be occupied or used an occupied rate bill will be issued.

LPS carries out periodic reviews of vacant properties. You may be required to produce evidence that the property was empty and unused whilst declared as vacant. Failure to do so will result in NDVR Relief being withdrawn and the issue of an occupied rate bill.

### FOR INFORMATION

You should continue to pay your rate account while your Declaration is being considered.

**EMAIL OR  
WRITE TO  
US AT:**

**Email: [rating@lpsni.gov.uk](mailto:rating@lpsni.gov.uk)**

**Land & Property Services**

Lanyon Plaza  
7 Lanyon Place  
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BELFAST, BT1 3LP

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Land & Property Services  
Seirbhísí Talún agus Maoine



Department of

**Finance**

An Roinn

**Airgeadais**

[www.finance-ni.gov.uk](http://www.finance-ni.gov.uk)