

NON-DOMESTIC RATES – OCCUPATION RECORD

PROPERTY ADDRESS:

I am required by law to maintain a record of everyone in the district who is liable to pay Non-Domestic Rates. If you have recently provided this information, I apologise for any inconvenience, but would ask you to complete this form and return it to me.

All unoccupied properties will be inspected.

If you require any assistance in completing this form, please call our Non-Domestic Rate Helpline on 01229 404242.



1. Name of Occupier (please include full name of company or individuals):

2. Company Registration No (if applicable)

3. Trading Name (if applicable)

4. Type of business (please confirm if sole trader, partnership, limited company, or other)

5. Date occupied

--	--	--

Date of Acquisition

--	--	--

Date tenancy started

--	--	--

Date stock moved in

--	--	--

(complete the above details as appropriate)

6. Address for correspondence (if different from occupied address overleaf)

7. Previous address

8. Do you own or lease these premises

Own / Lease

(delete as appropriate)

9. If you lease these premises, please provide details of owner:

10. Payment preference

Direct Debit / Other

(delete as appropriate)

Signature:

Date:

Name: (please print in block capitals)

Capacity in which signed: (please print in block capitals)

Daytime Telephone Number:

Email address: