

Property Address

A/C Number
Prop. Ref.

National Non-Domestic (Business) Rates Notification of New Occupier

Please complete and return this form to the Business Rates Section. If you have any questions please contact the Business Rates section on the above telephone numbers.

Full name of new occupier(s), partners or limited company. Please give any trading name in full.	
Please give your correspondence address if different from this property.	
If a Limited company, please give your registered office address and company number.	
If you are a sole trader or a partnership please give your home address (es).	
Exact date of occupation OR date furnished.	
Please tick the relevant box to confirm ownership or rental of the property and give the completion date of purchase or the tenancy start date and end date.	Owner <input type="checkbox"/> Completion date: <input type="text"/> Tenant <input type="checkbox"/> Tenancy start date: <input type="text"/> Tenancy end date: <input type="text"/>
If you purchased the property please give the full name and address of your solicitors.	
If you rent your property please give the full name and address of the owner or managing agent.	
Please give any previous business address.	

If you rented the property please give the full name and address of the owner or managing agent.	
Please give the address of any other properties for which you receive a separate Business Rates account.	

Declaration:

I declare the information that I have given on this form is correct to the best of my knowledge.

Signature: Print Full Name:

Position in Company (if applicable):

Phone Number: Date: