



National Non-Domestic Rates - Occupation / Vacation Details

Please complete this form and return it to North Norfolk District Council, Holt Road, Cromer, NR27 9EN or email to brates@north-norfolk.gov.uk.

1	<p>Property Address:</p> <p>Property or account Ref if known:</p>
2	<p>Do you Own the Property Yes No</p> <p>If Yes Date of Purchase.....</p> <p>Do you Lease the Property Yes No</p> <p>If Yes what date did your lease commence.....</p> <p>What Date does the lease expire.....</p> <p>Land Lord Details</p> <p>Name.....</p> <p>Address.....</p> <p>.....</p> <p>Is the property Occupied Yes No</p> <p>If Yes, What date did you occupy the property.....</p>

3	<p>Name Details:</p> <p>Person Liable to pay. </p> <p>Ltd company name: </p>
4	<p>If a Limited Company:</p> <p>Company Number.....</p> <p>Date of Incorporation.....</p>
5	<p>Contact Details:</p> <p>Home address..... </p> <p>Contact telephone number.....</p> <p>Email:</p>
6	<p>Do you currently occupy any other Non-Domestic rated properties in England?</p> <p>Yes No</p> <p>If yes Please give details.</p> <p>Address</p> <p>.....</p> <p>.....</p> <p>Rateable Value</p> <p>Do you claim Small Business Rate Relief on any of the above Properties?</p> <p>Yes No</p> <p>If Yes, Which address do you claim on?.....</p> <p>.....</p>

7	<p>Name and address of previous occupier (If known):</p> <p>.....</p> <p>.....</p> <p>Tel No.Email:</p>
8	<p>What will the property be used as e.g. shop, office, factory</p> <p>.....</p>
9	<p>If you are leaving or have left this address:</p> <p>Name of Ratepayer:</p> <p>.....</p> <p>Date of Vacation (date stock / furniture removed)</p> <p>Is the property for sale / sold? Yes / No</p> <p>If sold, the date of completion:</p> <p>New Owners Details</p> <p>Name.....</p> <p>Address.....</p> <p>.....</p> <p>If property is rented:</p> <p>Date of expiry / surrender of lease:</p> <p>Has the Landlord accepted surrender? Yes / No</p> <p>Landlords Name:</p> <p>Landlords Address:</p> <p>.....</p> <p>Landlords Tel:</p> <p>Email:</p>

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Declaration

I understand that if I knowingly provide false information I may be prosecuted. I also understand that if my circumstances change that effect the Business Rates liability I am legally obliged to inform the Non-Domestic Rates department within 21 days.

Data Protection & Fraud Prevention

For information on how the Council holds and processes your data, and to view our Data Protection Policy, please visit www.north-norfolk.gov.uk/tasks/transparency-data/view-data-protection-policy/ Contact details for our Data Protection Officer can be found at the end of the Policy. Alternatively you can contact us on 01263 513811 to request to view a copy of the policy by other means.

Signed..... Dated.....

Please print name.....

Tel No.....

Email (if applicable).....