



Address of Property:

Date:

Property Ref No:

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

Please fill in this form and return it to us within 14 days. If you have any questions about the form please telephone us, email, or visit us at the above address.

Full name of new occupier(s), partners or company. If this is a Ltd company please also give the company number. Please also give any trading name in full. See note 1 on reverse.	
Exact date of occupation OR date furnished if earlier (dd/mm/yy). See note 2 on back.	
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.	Owner <input type="checkbox"/> Completion Date : Tenant <input type="checkbox"/> Tenancy Start Date :
If you purchased the property please give the full name and address of your solicitor.	
If you rent the property please give the full name and address of the owner or managing agent . See note 3 on back.	
Please give your correspondence address if different from this property, with postcode.	
If a Limited Company, please give your registered office address.	
If you are a sole trader or a partnership, please give your home address(es).	
Please give any previous business address in Rutland.	
Please give the full name and forwarding address, if known, of the previous occupier.	
Please tick the relevant box to confirm the payment method you would like.	Direct Debit 1 st Monthly only (please fill in the enclosed form or call 01572 722577 to set up over the phone) <input type="checkbox"/> BACS <input type="checkbox"/> Other <input type="checkbox"/> _____ (please specify)

DECLARATION:

I declare that the information I have given on this form is correct to the best of my knowledge.	
Signature:	Print full name:
Position in Company:	Phone Number:
Date:	Email:
Would you like your bill to be sent by email? (Direct Debit payers only) PTO	Yes <input type="checkbox"/> No <input type="checkbox"/>

PLEASE TURN OVER

Data Protection Act 1998: The personal information requested on this form is requested by law for Business Rates purposes. It may also be shared, by law with other councils and with law enforcement agencies for the prevention or detection of crime, or the apprehension or prosecution of offenders.

The Council may share the information you supply with other departments within the Council.

Explanatory Notes

1. The full name of the company is required if it is limited, or the full names(s) of the sole trader / partners, and the trading name of the company.
2. The rateable occupation of a property starts when any furniture or stock are put into it, and ends only when all furniture and effects are removed.
3. Liability to pay business rates normally rests with the occupier despite any agreement made between a landlord and tenant. Business rate accounts will normally be sent to the occupier, not the landlord.
4. Application forms for **rate relief** for charitable and **non -profit making organisations**, **rural rate relief** and **small business rate relief** are available by contacting us or visiting our website for a form and more details.
5. If you fail to return this form it may result in you being charged from an incorrect date.

Please return this completed form to:

**Business Rates Section
Rutland County Council
Catmose
OAKHAM
Rutland
LE15 6HP**

For more information about Business Rates please visit: www.rutland.gov.uk
www.businesslink.gov.uk or www.voa.gov.uk

Business Rates – E-Billing

The Council is committed to helping the environment and reducing costs by the use of electronic means instead of paper. If you would like to help us with this then why not receive your business rate bills by email instead of through the post?

However, we can only do this if you pay by *direct debit*. If you pay by any other method and would like to switch then call us on (01572) 722577 and we can take the details over the phone.

What are the benefits?

- You receive your bill as soon as it is available.
- It saves paper, so it's better for the environment, printing, sorting and postage costs.
- Savings are ultimately passed on to Rutland's residents.
- You can still download and print your bill if you choose to.

How do I receive electronic bills?

- Write your email address on the front of this form in the space provided or send a message, from the email address you would like us to use, to localtaxation@rutland.gov.uk titled 'E-Billing' quoting your name, and address or account number.

What happens then?

- We will send all future rates bills in PDF form to your email address until you tell us to stop.
- Our email will include a link to the latest booklet 'Living in Rutland' which provides further information about Council services and a link to further information about business rates.