



**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.

If you require any assistance in completing this form, please call our non-domestic rate helpline on 020 8583 5708.



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)

7. Previous address

8. Do you own or lease these premises

**Own / Lease**

(delete as appropriate)

9. Landlord details (if appropriate)

Name:

Address:



Daytime Telephone Number:

Email address:

10. Please provide a copy of the tenancy agreement (if applicable):

**Signature:**

**Date:**

**Name:** (please print in block capitals)

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

**Daytime Telephone Number:**

**Email address:**