

Notification of occupation form for non-domestic rates

1. Property address

2. Full name of occupier and address for correspondence (if different from above)
(company, partners' or proprietors' name)

3. Trading name (If not limited company)

4. Date of completion of purchase or commencement of lease

5. Date of occupation (date items moved into property)

6. Name and address of property owner

7. Name and address of previous occupier (if known)

8. Your previous trading address (if applicable)

9. Any other relevant information

Please use a separate sheet if required

Declaration

I certify that the above information is correct

Name (please print):

Signature:

Date:

Further Advice on Rate Relief

Further advice or information can be obtained from the Non-Domestic Rate Service on **0845 300 2839**.

Please return your completed application form to: **Non-Domestic Rates Section, Vale of White Horse District Council, PO Box 161, Erith, DA8 9DR**

Alternative formats – standard text

'You can get our [document's name] in alternative formats, upon request. These include large print, Braille, audio cassette, computer disk and email.

Please contact the Non-Domestic Rate Service.



0845 300 2839



vowh.businessrates@secure.capita.co.uk