



National Non-Domestic Rates

Details of occupation

Address of the property (if different)

Property reference

Date of issue

Please fill in and return this form if you have bought or rented the above property.

If you are renting the property

Is there any living accommodation at the property? Yes No

If so, please confirm if these details apply to both the living and business accommodation. Yes No

Date that your lease or licence began: / / (please provide a copy)

Date you moved into the property (in other words, the date you moved your furniture, equipment or stock into the property): / /

Does your rent include rates? Yes No

Your full name and trading name (say whether you are a limited company, sole trader or partnership)

Registration number of your company and its registered office address

Address where we should send your bills

Home address if you are a sole trader, or of you and your partners (if that applies)

Your last business address

Any other business addresses (if this applies)

Name and address of your landlord or your landlord's representative

Forwarding address of the last tenant, if you have it

(Continued over the page)

If you own the property

Is there any living accommodation at the property? Yes No

If so, please confirm if these details apply to both the living and business accommodation. Yes No

Date that you completed your purchase of the property: / /

Date that you moved into the property (in other words, the date you moved your furniture, equipment or stock into the property): / /

Your full name and trading name (say whether you are a limited company, sole trader or partnership)

Registration number of your company and its registered office address

Home address if you are a sole trader, or of you and your partners (if that applies)

Your last business address

Any other business addresses (if that applies)

Address where we should send your bills

Details of any solicitors or their representatives

Name and forwarding address of the previous owner, if you have it

Payment of your rate account

Please choose how often you will pay. Twice a year in April and September Monthly April to January Monthly April to March

Please choose how you will pay. Direct debit Banker's order

If you are a charity or a charitable organisation and you need rate relief, please tick the box.

Declaration

I confirm that the information I have given above is true and complete. I understand that you will enter the information on this form on a database and use it to maintain Non-Domestic Rate records. You may also check it against Council Tax and Housing Benefit records.

Your signature

Print your name

Signed on behalf of

Your phone number

Your email address

Adur & Worthing Councils are the data controllers for the [purposes of applicable data protection legislation](#) in relation to administering Business Rates. Full details about how your personal data is used are available at www.adur-worthing.gov.uk/business-rates/privacy-notice.

You can also get this form in large print.