



**NEWARK &  
SHERWOOD  
DISTRICT COUNCIL**

Kelham Hall  
Newark on Trent  
Nottinghamshire  
NG23 5QX  
Please contact: 01636 650000  
Email: [business.rates@nsdc.inf](mailto:business.rates@nsdc.inf)

Our Ref:

Date: 17 March 2014

Address:.....  
.....  
.....  
.....  
.....  
.....

The owner, any resident, or the managing agent of the above property is legally required to provide this information, in order to establish who is the person liable to Business Rates for the property. Please complete and return this form within 21 days with the information requested.

I hereby notify Newark & Sherwood District Council that beneficial occupation\* of the above property commenced / ceased on DATE: \_\_\_\_\_

\*Actual date property stocked and ready for trading.

In case of vacations, date required is when property is completely cleared.

Ratepayer(s) name(s) \_\_\_\_\_

Trading Name \_\_\_\_\_

If not a limited company,  
Address of proprietor(s) \_\_\_\_\_

Telephone Number and  
Email Address (where applicable) \_\_\_\_\_

If a limited company give address  
of the registered office \_\_\_\_\_

Do you want your mail sent to  
this address **Yes/No**

If vacated or vacating give a  
forwarding address \_\_\_\_\_

**Lease Details**  
Commenced \_\_\_\_\_ Ceases \_\_\_\_\_

Landlords Name \_\_\_\_\_

Landlords Address \_\_\_\_\_

If purchased please provide  
completion date \_\_\_\_\_

Signed \_\_\_\_\_ Dated \_\_\_\_\_

Why not pay your Business Rates by direct debit, simply complete the direct debit mandate below and the Council will collect your monthly payments direct from your bank account.

Please complete and return this form in full as soon as possible to the Business Rates Section at the address shown overleaf.

Yours faithfully

*P Ward*

Mr P Ward  
Business Manager – Revenues & Benefits



## Instruction to your Bank or Building Society to pay Direct Debit



Please fill in the whole form using a ballpoint pen and send to:  
Business Rates Office, Newark & Sherwood District Council,  
Kelham Hall, Kelham, Newark, Notts, NG23 5QX

Originators Identification Number

9	8	5	8	9	8
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Name and full postal address of your Bank or Building Society.

To:
Address:
Postcode:

Business Rates Account Number

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Name(s) of Account Holder(s)

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Bank/building Society Account number

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Branch Sort Code

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**Instruction to your Bank or Building Society**

Please pay Newark & Sherwood District Council Direct Debits from the account detailed in this instruction subject to the safeguards assured by the Direct Debit Guarantee. I understand that this instruction may remain with Newark & Sherwood District Council and, if so, details will be passed electronically to my Bank/Building Society.

Signature(s):

Date:


FOR NEWARK & SHERWOOD DISTRICT COUNCIL OFFICIAL USE ONLY  
This is not part of the instruction to your bank or building society.

Please confirm the date you wish your instalments to be collected from your bank account.

1<sup>st</sup> 14<sup>th</sup>



The Direct Debit Guarantee

- This Guarantee is offered by all banks and building societies that accept instructions to pay Direct Debits
- If there are any changes to the amount, date or frequency of your Direct Debit Newark & Sherwood District Council will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request Newark & Sherwood District to collect a payment, confirmation of the amount and date will be given to you at the time of the request
- If an error is made in the payment of your Direct Debit, by Newark & Sherwood District Council or your bank or building society, you are entitled to a full and immediate refund of the amount paid from your bank or building society  
If you receive a refund you are not entitled to, you must pay it back when Newark & Sherwood District Council asks you to
- You can cancel a Direct Debit at any time by simply contacting your bank or building society. Written confirmation may be required. Please also notify us