

TO THE OWNER/OCCUPIER

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 Non-Domestic 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 the beneficial occupation\* of the above property commenced / ceased\*\* on the \_\_\_\_\_ DATE \_\_\_\_\_

\*actual date property stocked and ready for trading \*\* please delete as appropriate

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

Ratepayer(s) names (s) \_\_\_\_\_

Trading Name (if appropriate) \_\_\_\_\_

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

Telephone number \_\_\_\_\_

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

Do you want your mail sent to this address YES/NO

If vacated give forwarding address \_\_\_\_\_

#### **Lease Details**

Date Lease commenced \_\_\_\_\_ Date lease runs until \_\_\_\_\_

Name and address \_\_\_\_\_  
of Landlord

#### **Purchase Details**

If purchased please confirm the completion date of the purchase Date \_\_\_\_\_

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

Please complete and return this form as soon as possible to the Business Rates Section at the above address

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

Mr D Dickinson  
Director of Resources



### 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

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#### Name and full postal address of your Bank or Building Society.

To:
Address:
Postcode:

#### Business Rates Account Number

#### Name(s) of Account Holder(s)

#### Bank/building Society Account number

#### Branch Sort Code

#### 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,

Signature(s):
Date:

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 take part in the Direct Debit Scheme. The efficiency and security of the Scheme is monitored and protected by your own Bank or Building Society.
- If the amounts paid or the payment dates change, Newark and Sherwood District Council will notify you 10 working days in advance of your account being debited or as otherwise agreed.
- If an error is made by Newark and Sherwood District Council or your Bank or Building Society, you are guaranteed a full and immediate refund from your branch of the amount paid.
- You can cancel a Direct Debit at any time by writing to your Bank or Building Society. Please also send a copy of your letter to us.

