

Address:.....
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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 for 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 _____ [insert 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)
Address of proprietor(s) _____

Telephone Number and Email Address _____

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 overleaf.

Yours faithfully



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:
Council Tax Office, Newark & Sherwood District Council, Castle House,
Great North Road, Newark, Notts, NG24 1BY

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 Rate Account Number

<i>Please insert (410...)</i>

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,

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.

1st 14th



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