

Revenues and Benefits
PO Box 238
Stanley
County Durham
DH8 1FP

Telephone: 03000 268 997
Email: businessrates@durham.gov.uk

NDNEWOCC



Name of Occupier

Address to which this form relates

Business Rates Enquiry Form

The information requested is required to establish liability for business rates. Please complete this form and return along with the requested documentation to: Durham County Council, Revenues and Benefits, PO Box 238, Stanley, Co Durham DH8 1FP or scan and email to businessrates@durham.gov.uk.

Section 1

Do you own the property to which this form relates: YES NO **If NO go to section 2**

If **YES** what date did you complete the purchase of the property: _____ / _____ / _____

State full name of all owners: _____

If a Limited Company provide Company Registration Number: _____

State owners home/head office address: _____

State owners contact telephone number: _____

Please confirm address for all post: _____

Go to section 3 overleaf

Section 2

If you do not own the property what type of agreement do you have:

Licence Lease Rental

PLEASE PROVIDE A COPY OF YOUR SIGNED AGREEMENT

What date did your agreement start: _____ / _____ / _____

What date does your agreement end: _____ / _____ / _____

State full name of all occupiers: _____

Continued Overleaf

If a Limited Company provide Company Registration Number: _____

State occupiers home/head office address: _____

Please confirm address for all post: _____

State owners/landlords full name: _____

State owners/landlords contact telephone number: _____

State owners/landlords home/head office address: _____

Section 3

Is the property in use: YES NO

If **NO**, what date did the property become empty: ____/____/____

If **YES**, what are the premises being used for : _____

(eg Storage, shop, office, café, factory, warehouse etc)

Please describe type of goods/services provided: _____

What date was your equipment or furniture placed in the property: ____/____/____

What date was your stock placed in the property: ____/____/____

What date did you occupy/start trading from the property: ____/____/____

Have you previously or do you currently occupy any other non-domestic property within the Durham County Council area: YES NO

If **YES**, provide full addresses of all properties: _____

DECLARATION: I declare that this form is completed correctly, to the best of my knowledge and belief.

Signature: _____

Name (PRINT): _____

Date: ____/____/____

Daytime Telephone Number: _____

Email Address: _____

For your information: In Line with Data Protection law we may use information you give us to prevent or detect fraud or other crimes. We may also share it with other Council Services or public organisations if they need it to carry out their legal duties.