

BUSINESS RATES CERTIFICATE OF OCCUPATION / VACATION



Please complete this form if you are moving or have moved from or to a property.

If you have any questions call Business Rates on (01279) 446237 or e-mail business.rates@harlow.gov.uk

Name: _____
 Address: _____

Business Rates account ref (if known):
 [] [] [] [] [] [] [] []
 Date form issued:
 [] / [] / []

► Please complete all sections in CAPITAL LETTERS

V1.5 YELLOW 4/9/2007

1 Please provide the name(s) of the Business Rates payer(s):

Title	First names	Surname
[]		

Company / trading name (if applicable):

[]

Company reg number: [] Charity reg number: []

2 About the property you are moving out / have moved out from.

► If this section does not apply to you please go on to section 3 overleaf.

What is the address of the property you are moving out / have moved out from?

[]

Postcode: []

Date you vacated the property: [] / [] / []

Regarding this property - are you the owner? Leaseholder? Tenant?

If you are the owner please provide the date the property will be sold; OR
 If you are the leaseholder / tenant please provide the date your lease / tenancy will end:

[] / [] / []

What is the name and address of the new owner / leaseholder / tenant of the property?

[]

Postcode: []

► If you are moving in / have moved in to a new property please go on to complete section 3 overleaf ►

► If you are NOT moving into a new property please provide a forwarding address below and then complete the declaration overleaf ▼

[]

Postcode: []

3 About the property you are moving in / have moved in to.

► Only complete this section if you are moving in / have moved in to a property.

What is the address of the property you are moving in / have moved in to?

[Empty text box for address]

Postcode:

Date you occupied the property: [/ /]

Please provide details of what the premises will be used for:

[Empty text box for premises use]

If any alterations have been made to the property please provide details:

[Empty text box for alterations]

Use a separate sheet if necessary.

Regarding the property above - are you the owner? **Leaseholder?** **Tenant?**

**If you are the owner please provide the date the property was purchased; OR
If you are the leaseholder / tenant please provide the date your lease / tenancy started:**

[/ /]

Name and address of the previous owner / leaseholder / tenant of the property:

[Empty text box for previous owner details]

Postcode:

Address for Business Rates to bill to (if different to address moving / moved to above):

[Empty text box for business rates address]

Postcode:

► **Very important!!! – You must now sign and date the declaration below ▼**

DECLARATION :

I / We declare that the information given on this form is complete and accurate to the best of my / our knowledge and belief.

Signature(s): [Empty text box]
Name(s): [Empty text box]

Position(s): [Empty text box]

Date: [/ /] Daytime telephone number: [Empty text box]

(You do not have to supply a telephone number but it would be useful should any queries arise).

E-mail address: [Empty text box]

► Your business will soon be sent a new bill showing how much you owe. (For a simple and convenient method of making payments, please pay by Direct Debit).

► **Once completed and signed send this form to: REVENUES & BENEFITS, HARLOW COUNCIL, CIVIC CENTRE, THE WATER GARDENS, COLLEGE SQUARE, HARLOW, ESSEX CM20 1WG**