

# BUSINESS RATES REQUEST FOR INFORMATION FORM

Please complete this form to identify the person(s) liable to pay Business Rates (Non-Domestic Rates), to establish correct liability and also to decide if any relief should apply. If you have any questions call Business Rates on (01279) 446237 or e-mail [business.rates@harlow.gov.uk](mailto:business.rates@harlow.gov.uk)

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

Regarding this address (if different to above):  
Property reference (if known):

► Please complete all sections in CAPITAL LETTERS

V1.6 11/9/2007

## 1 Please provide details of your business: (Please answer all questions)

A. Is your business a limited company? Yes  No

If Yes, please provide the following details:

Company reg number:

[ ]

Company name:

[ ]

B. Is your business a charity? Yes  No

If Yes, please provide the following details:

Charity reg number:

[ ]

Charity name:

[ ]

C. If your business is not a company / charity what is your trading name?

[ ]

D. Please provide the names & addresses of the traders OR the directors of the company:

Title First names Surname Address Postcode

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

E. Address for correspondence (if different to the above property):

[ ] Postcode: [ ]

F. What is the nature of your business?

[ ]

► Now go on to complete sections 2, 3 & 4 and the declaration overleaf ►

**2 About the property:** *(Please answer all applicable questions)*

A. Are you the owner?  Leaseholder?  Tenant?

B. If you are the owner please provide the date you purchased the property;

OR

If you are the leaseholder / tenant please provide the date your lease / tenancy started:

C. Date you occupied the property:

D. Date you commenced trading:

E. If you are the owner but are NOT trading from the property please tell us who is trading from the property:

OR

If you are the leaseholder / tenant please tell us the owner's name and address:

Postcode:

F. Do you intend to make any alterations to the property? Yes  No

**3 Do you pay Business Rates for any other properties?** Yes  No

If Yes, please provide the address(es) below:

**4 Please provide the forwarding address of the previous occupier / owner:**

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):

Name(s):

Position(s):

Date:

Daytime telephone number:

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

E-mail address:

► *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**

*Harlow Council undertakes that it will treat any personal information (ie data from which you can be identified, such as your name, address, e-mail address, etc) that you provide to us, or that we obtain from you, in accordance with the requirements of the Data Protection Act 1998.*