

# 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) 446688 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

V1.7 14/1/2011

## 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, HARLOW, ESSEX CM20 1WG**

***How we will use your information***

*The Council uses your personal information in order to administer and enforce Council Tax under the Local Government Finance Act 1992. This authority has a duty to protect public funds it administers, and may use information you have provided on this form for the prevention and detection of fraud. It may also share this information with other bodies responsible for auditing or administering public funds for these purposes. For further information, see [www.harlow.gov.uk/data-matching](http://www.harlow.gov.uk/data-matching) on Harlow Council's website. The Council will also use the information for the purpose of performing any of its statutory enforcement duties and any disclosures required by law.*