

NATIONAL NON DOMESTIC RATES NEW OWNER/OCCUPIER FORM

This form requests the information we need to charge rates correctly where a person or company becomes responsible for a property. PLEASE ONLY FILL IN THE PARTS APPLICABLE TO YOU. If you require assistance completing this form please telephone

A. Sole Trader or Partnership

Please give full name(s) in block capitals Mr Mrs Ms

Mr Mrs Ms

Trading Name

Address to which correspondence should be sent

.....

.....

Telephone Email

B. Limited Companies & Organisations

Full Name of Company or Organisation

Company Registration NoRegistered address

.....

.....

Address to which correspondence should be sent

.....

.....

Telephone Email

C. About the Property

Address of business property
.....
.....

Is the property a listed building Yes No Don't Know

Has property previously been used for commercial purposes Yes No

Can any part of the property be used for living accommodation Yes No

D. If you have purchased the property

Please give completion date of purchase (please give exact date)

Please give the name of the previous owner

Who was the last known occupier of the property

When did you move in your furniture and/or stock (please give exact date)

E. If you Rent or Lease the Property:

Please give exact date lease or tenancy commenced

Exact date lease will end or expire

Name and address of landlord or agent
.....
.....

Who was last known occupier of the property

F. Previous business address

Please give previous business address (if applicable)
.....
.....

Were you ratepayer there Yes No

Have you vacated the premises Yes No

If yes please advise date property emptied of furniture and stock

If sold please advise new owners name

Exact date sale completed

If leased/rented please advise name and address of landlord or agent
.....
.....

G. Payment method

If you wish to pay your rates by direct debit please complete and return the enclosed direct debit mandate. If not please indicate your preferred instalments

Annually Twice Yearly Quarterly Monthly

Others ways to pay can be found on the back of your bill once received.

Please sign and return this form to:

Revenue Service
Wiltshire Council
Collections - Business Rates
P.O. Box 4385
Trowbridge
BA14 4DS

Telephone: 01249 706290

Email: businessrates@wiltshire.gov.uk

Local offices are also situated in Chippenham, Salisbury, Devizes and Trowbridge

I declare that the information given is correct to the best of my knowledge

Signature Date

Print Name Capacity in which signed

Direct Debit Instruction

Revenue Service
Wiltshire Council
Collections – Business Rates
P.O. Box 4385
Trowbridge, BA14 4DS
Tel: (01249)706290
Fax: (01249) 443158
Email: businessrates@wiltshire.gov.uk
Web: www.wiltshire.gov.uk



Direct Debit is the simplest and most convenient way to pay your Non-Domestic Rates.

Should you wish to change your method of payment please complete this instruction and RETURN IT TO THE COUNCIL.

Please circle your preferred payment date and number of instalments

Name: Address:	Maximum number of instalments	Payment date choice
	1 (yearly)	1st
	2 (half yearly)	1st
	10 (monthly)	1st, 15th or 28th
	12 (monthly)	1st, 15th or 28th

Instruction to your bank or Building Society to pay Direct Debits.
Please fill in the whole form and send it to:



REVENUE SERVICE,
WILTSHIRE COUNCIL,
COLLECTIONS – BUSINESS RATES,
P.O. BOX 4385
TROWBRIDGE, BA14 4DS

Originators Identification Number
940736

1. Name & full postal address of your Bank or Building Society branch

4. Bank or Building Society Account Number

To: The Manager	Bank/Building Society
Address	
Post Code	

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5. Local Authority Reference Number

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2. Names(s) of account holders(s)

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3. Branch sort code

(from the top right hand corner of your cheque book)

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6. Instruction to your Bank or Building Society

Please pay Wiltshire Council Direct Debits from the account in this Instruction subject to the safeguards assured by the Direct Debit Guarantee. I understand this Instruction may remain with Wiltshire Council and, if so, details will be passed electronically to my Bank/Building Society.

Signature(s):

Date:
Telephone number:

Banks and Building Societies may not accept Direct Debit Instructions from some types of account.

In the event that you change your address within this area, this instruction may be used in respect of your new business rates account.

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 Wiltshire Council will notify you 7 working days in advance of your account being debited or as otherwise agreed. If you request Wiltshire Council 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 Wiltshire 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 Wiltshire 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.

