

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

Telephone: 03000 268 997  
Email: [businessrates@durham.gov.uk](mailto: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](mailto: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.**