



monmouthshire
sir fynwy

Business Rates Enquiry Form

Property Address:

Property Reference:

Date of Issue:

Enquiries: Telephone: 01633 644630

e-mail: counciltax@monmouthshire.gov.uk

If you are taking occupation of the premises please complete Section 1 and Section 3.

If you are vacating the premises please complete Section 2 and Section 3.

Section 1: Occupation Details

a) Name of **occupier** responsible for paying **Business Rates**: _____

b) If you are a registered company, please confirm:

Name of Company: _____

Company Registration Number: _____

Registered Office Address: _____

c) If you are a registered charity, please confirm Charity Registration Number: _____

d) Home address (if not registered as a limited company): _____

e) Accountants address: _____

f) Previous trading address: _____

g) Date lease commenced (if applicable):

h) Date furniture/stock installed:

i) Name and address of property owner (if applicable): _____

Please proceed to Section 3

Section 2: Vacating Details

a) Name of **occupier** responsible for paying **Business Rates**: _____

b) Date property was vacated including any effects removed:

c) If you are a registered company, please confirm:

Name of Company: _____

Company Registration Number: _____

Registered Office Address: _____

d) If you are a registered charity, please confirm Charity Registration Number: _____

e) Home address (if not registered as a limited company): _____

f) Accountants address: _____

g) New trading address: _____

h) If you held a lease of the property, please confirm:

Has the lease expired: Yes/No. If No, date due to expire:

Name and address of property owner: _____

Section 3: Declaration

| | | |
|--|-------------------------|---|
| I declare that the information on this form is correct to the best of my knowledge. | Signed | Date <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> |
| | Print Name | |

Please return to:

The Revenues Section, Monmouthshire County Council, Shared Revenues Service, Civic Centre, Pontypool, NP4 6YB