



Penallta House
Tredomen Park
Ystrad Mynach
Hengoed CF82 7PG
Tel 01443 863006
Fax 01443 864004

Tŷ Penallta
Parc Tredomen
Ystrad Mynach
Hengoed CF82 7PG
Ffôn 01443 863006
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Head of Corporate Finance
Nicole Scammell BA(Hons) ACMA

Pennaeth Cyllid Corfforaethol
Nicole Scammell BA(Anrh) ACMA

Address of Business Premises You Wish To Tell Us About:

Property Reference:

Business Rate Account No.

Date Completed:

BUSINESS RATE (NATIONAL NON-DOMESTIC RATING) VACANCY/OCCUPATION CERTIFICATE

Please complete this form as fully as possible and return it to the above address. The information is required in order that Non-Domestic Rate may be correctly charged on your property.

NEW OCCUPIER(S) ONLY

Full name of occupier(s) _____

On what date did you occupy the property? _____

Address for correspondence, e.g. your home address (if different from property address)

Tel. No. _____ Email address _____

Is the business trading as a Limited Company? YES / NO (please delete as appropriate)

Name of Limited Company (if applicable) _____

Company Registration number _____

Name and Address of **the Owner** of the property (and Co-Owner, if appropriate)

_____ Tel. No. _____

Present use of the property: **Wholly** Non-Domestic / **Partly** Non-Domestic / Not in use (please delete as appropriate)

If you are **not** the owner, do you hold a current lease on the property? YES / NO (please delete as appropriate)

Date lease expires (if applicable) _____

Address of previous non-domestic property _____

Date Vacated _____

P.T.O.

The name and address of your Solicitor/Agent _____
Tel. No. _____

DETAILS OF PREVIOUS OCCUPIER(S) IF KNOWN

Their Name(s) _____
Date they vacated property? _____
Their forwarding address(es) _____
Tel. No. _____

OUTGOING OCCUPIER(S) ONLY

Your name(s) _____
The date you vacated the property? _____
What is/are your forwarding address(es)? _____
Tel. No. _____
Name and address of your Solicitor/Agent? _____
Tel. No. _____

CHANGES MADE TO THE PROPERTY

Has the property been: recently completed / altered / converted partially or wholly to domestic use / demolished?
(please delete as appropriate)

On what date was the work finished? (if applicable) _____

Please give brief details of the type of work carried out:

Signed: _____ Owner / Occupier (please delete as appropriate)

Name in BLOCK CAPITALS: _____ Date: _____

Data Protection Act 1998

The information provided on this form will be treated in accordance with the Data Protection Act 1998. It will be used for the following purposes:

- to establish liability to a National Non-Domestic Rate (NNDR) and eligibility for other forms of statutory relief & allowances in relation to NNDR.
- by authorised employees AND external bodies such as the Valuation Office Agency and tracing agencies for the purpose of management, administration and collection of NNDR.
- data provided may be used by the Electoral Registration Officer for Electoral purposes.

We must protect the public funds we handle and so we may use information provided to prevent and detect fraud. We may also share this information, for the same purposes, with other organisations that handle public funds.

You are entitled to a copy of the information the Council holds about you for a fee of £10.00. If you wish to make a request to see your data or if you wish to object to the way in which it is being used, please contact: The Data Protection Officer, Caerphilly County Borough Council, Tredomen House, Tredomen Park, Hengoed, CF82 7WF. Telephone number 01443 864322 or e-mail foi@caerphilly.gov.uk.