

Tŷ Penallta,
Parc Tredomen,
Ystrad Mynach,
Hengoed CF82 7PG

Penallta House,
Tredomen Park,
Ystrad Mynach,
Hengoed CF82 7PG

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Address of Business Premises You Wish To Tell Us About:

Property Reference:

Business Rate Account No.

Date Completed:

BUSINESS RATE (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. _____ E-mail 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: _____

Summary Privacy Notice

The information provided will be treated in accordance with the General Data Protection Regulation. It will be used by authorised employees and external bodies for the following purposes:

The management, administration and collection of a National Non-Domestic Rate (NNDR), to establish eligibility for other forms of statutory relief & allowances; to prevent and detect fraud, in order to collect revenues and protect the public funds; for Electoral purposes; to locate individuals for safeguarding of children or vulnerable adult cases and to assist the Council in delivering public services. If you are in receipt of rate relief(s) in respect of your rate liability, some of this information will be shared with the Welsh Government (WG) so that WG can complete its public duty.

You have a number of rights in relation to the information including the right of access to information we hold about you and the right of complaint if you are unhappy with the way your information is being processed.

For further information on how we process your information and your rights please use the following link:
<https://www.caerphilly.gov.uk/CaerphillyDocs/FOI/PrivacyNotices/NNDR.aspx>