

Business Rates Occupation Form



The Occupier
(please enter your name and address)

Please complete and return this form to:
Revenues, Benefits, and Customer Services
District Council House
Frog Lane
Lichfield
Staffordshire
WS13 6YX
Telephone: 01543 308900
Email: revenues@lichfielddc.gov.uk

Date of Issue: Online
Reference Number:
Property Reference:

1. Please confirm the full address of the property:

Are you the <input type="checkbox"/> Owner <input type="checkbox"/> Tenant <input type="checkbox"/> leaseholder <input type="checkbox"/> occupier under licence <input type="checkbox"/> Occupier <input type="checkbox"/> Other			
Exact Date of occupation (if unoccupied please see section 3)			
Please supply the appropriate date (only one should be completed)	Completion date of property purchase	Tenancy start date	Lease/Licence start date
Are you trading as:	<input type="checkbox"/> Limited Company <input type="checkbox"/> Sole Trader <input type="checkbox"/> Partnership <input type="checkbox"/> Charity <input type="checkbox"/> Community Amateur Sports Club <input type="checkbox"/> Other (please specify)		Company (or Charity) Registered Number:
Full names of all new occupiers/liable parties (including title, first name, surname and any trading name)	Trading Name:		
Correspondence address if different to the property address			
Your home or company registered address			

Name and address of your solicitor		
Name and address of the selling or letting agent		
Please state the name and address of the previous occupier and their solicitors (if known)	Previous occupiers	Their Solicitors
For Tenants/leaseholders Only: Name and Address of the property owner	Telephone number:	
Is this the only business premises you pay rates for in England and Wales	YES / NO	

2. Previous Address

Please confirm your previous business address in full:	
If you were the ratepayer at this address, do you still occupy it?	YES / NO

3. Unoccupied Property. If the property is unoccupied. Please note, any relevant exemption is based on the when the property became vacant. No new period of exemption is given upon a change of ownership/liable party.

Reason it is empty	
Unoccupied and empty (an inspection will be made)	
Occupation is prohibited by law (evidence is required)	
Vacant land with no buildings	

4. DECLARATION: I declare that the information given above is true and accurate to the best of my knowledge. I understand I must notify you of any change of circumstances which may affect any discount I receive within 21 days and failure to do so may result in a penalty being incurred. I understand it is a criminal offence to supply false information or receive a discount I am not entitled to.

Signature		Date	
E-mail address			
Website address			
Contact Telephone Number			

DATA PROTECTION

The personal information requested on this form is required by law for Non Domestic Rates¹ purposes. It may also be shared, by law, with other Council departments and Councils and with law enforcement agencies for the prevention or detection of crime, the apprehension or prosecution of offenders.

Instruction to your
Bank or Building Society
to pay by Direct Debit

Please fill in the whole form including official use box using a ball point pen and send to:

Service user number

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Lichfield District Council Revenues, Benefits & Customer Services District Council House, Frog Lane, Lichfield, Staffordshire WS13 6YX

FOR LICHFIELD DISTRICT COUNCIL OFFICIAL USE ONLY
This is not part of the instruction to your bank or building society

Payment Date	1st	
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Name(s) of Account Holder(s)

Instruction to your Bank or Building Society

Please pay Lichfield District Council Direct Debits from the account detailed on this instruction subject to the safeguards assured by the Direct Debit Guarantee. I understand that this instruction may remain with Lichfield District Council and if so, details will be passed electronically to my bank or building society.

Bank/Building Society account number

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Branch sort code

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Name and full postal address of your bank or building society

To the manager	Bank/building society
Address	
Postcode	

Signature(s)	
Date	

Reference

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Banks and building societies may not accept Direct Debit instructions for some types of account

This Guarantee should be detached and retained by the payer.

The Direct Debit Guarantee



- This guarantee is offered by all banks and building societies that accept instructions to pay Direct Debits.
- If there any changes to the amount, date or frequency of your Direct Debit Lichfield District Council will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request Lichfield District 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 Lichfield District 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 Lichfield District Council asks you to
- You can cancel a Direct Debit at any by simply contacting your bank or building society. Written confirmation may be required, please also notify us.