TORFAEN COUNTY BOROUGH | BWRDEISTREF SIROL TORFAEN

Business Rates Enquiry Form

Property Address:

Property Reference: ……...
Date of Issue: ……...

Enquiries: **Telephone: 01495 766125/766126**
e-mail: revenues@torfaen.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** ☐☐ ☐☐ ☐☐ **Print Name** …….

Please return to Revenues & Benefits, Torfaen County Borough Council, Civic Centre, Pontypool, Torfaen NP4 6YB.