



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

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Parc Tredomen
Ystrad Mynach
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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 by authorised employees and external bodies for the following purposes:

- management, administration and collection of a National Non-Domestic Rate (NNDR);
- establish eligibility for other forms of statutory relief & allowances;
- to prevent and detect fraud, in order to protect the public funds;
- data provided may be used by the Electoral Registration Officer for Electoral purposes;
- data provided may be used to assist the Council in delivering public services.

You are entitled to a copy of the information the council holds about you for a fee of £10. If you wish to make a request to see your data or wish to object to the way in which it is being used, please contact: Corporate Information Governance Unit, Caerphilly County Borough Council, Penallta House, Tredomen Park, Hengoed, CF82 7PG. Telephone number 01443 864322 or e-mail foi@caerphilly.gov.uk.