



Ribble Valley
Borough Council
www.ribblevalley.gov.uk

**NATIONAL NON-DOMESTIC RATE
INFORMATION REQUEST
OCCUPATION FORM**

Revenues Section
Ribble Valley Borough Council
Council Offices
Church Walk
CLITHEROE
Lancashire BB7 2RA
Tel: 01200 414451

Property Reference _____ Date Issued / Completed _____

Address of Property:

Date Purchased
or
Date Lease /
Tenancy Commenced:

(Please delete as appropriate)

Date of Occupation:

(enter date on which goods/equipment were placed in the property)

Are you the owner? YES / NO *(Please delete as appropriate)*

If YES – please provide full name and address and contact details:

Name:

Address:

Contact phone no:

Email:

If NO – please provide full name and address of owner:

Name:

Address:

Contact phone no:

Email:

Are you leasing the premises? YES / NO *(Please delete as appropriate)*

If YES – please provide details of the Lease / Licence:

Start date:

End date:

Full name of person / persons
and/or company whose name
appears on the Lease:

**Please provide copy of the Lease / Licence
when returning this form.**

PTO ...

Is the property occupied? YES / NO (Please delete as appropriate)

If YES – is the occupier of the property a sole trader, Limited Company, partnership or other (please state):

Full name of person / company occupying the property:

Contact address if different from actual address:

NB: If a Ltd Company your account will go to your registered office, unless you specify otherwise

Daytime phone number:

Mobile:

Email:

What is the nature of the business to be carried out at the property?

Do you or your company occupy any other non-domestic properties in England?

YES / NO (Please delete as appropriate)

If YES – please provide details:

Address:	Rateable Value £
	Date of occupation:

I certify that the information given here is, to the best of my knowledge, true and accurate.

Signature: _____

Date: _____

Name (in capitals): Mr//Mrs/Miss /Ms _____

Capacity in which signed: _____ Contact Tel No: _____

Email: _____

After completion please return, accompanied by a copy of your lease to:

Head of Revenues
Ribble Valley Borough Council
Council Offices
Church Walk
CLITHEROE
Lancashire
BB7 2RA