

Business Rates

Business Rate Section,

Telephone : (01744) 675264 (Mon to Fri 10:00am til 4:00pm)

e-mail: businessrates@sthelens.gov.uk

www.sthelens.gov.uk/businessrates

Post to: St helens Council-BusinessRates, PO Box 10592 Nottingham NG6 6DP



ST HELENS
BOROUGH COUNCIL

MERSEYSIDE

Business Rates - Change of Occupier/ Owner

I understand that a change of occupier/owner which could affect rating has taken place and would ask that you please complete the details on the form overleaf and return it, within seven days, to the address shown below.

The information is required to maintain the accuracy of the Council's rating records. Prompt completion and return will ensure that you are only charged the amount of non-domestic rates for which you are liable.

The general notes for guidance below may help in the correct completion of the form, but if you require further information please contact the Business Rate Section as above

Notes for Guidance

- 1 Q Who is liable to be rated?
A Generally, the occupier. If unoccupied it will be the leaseholder/owner.
- 2 Q What happens if I only occupy part of the property?
A It has been held that occupation of part is deemed occupation of the whole.
For more details please contact the Council's Business Rate Section.
- 3 Q When will I be liable to pay rates?
A Rates will be due from the date of beneficial occupation and will be payable as soon as you are sent an account. Rates are payable in advance but can be paid by instalments.
- 4 Q In what circumstances will there be more than one rateable occupier?
A There are several instances where this may apply:- e.g. in the case of partnerships.
All partners names and addresses should be quoted.
- 5 Q When do empty property rates become payable?
A After a period of three months has elapsed from the date the property becomes empty, unless the property's rateable value is below the empty property rate threshold.

More information regarding Business Rates, including available reliefs, can be found on the Council's website at www.sthelens.gov.uk/businessrates

Please return this form to:
St Helens Council - Business Rates, PO Box 10592, NOTTINGHAM NG6 6DP

The information provided on this form will be processed in accordance with the requirements of Data Protection legislation. It will be treated as confidential and used in the assessment and collection of the National Non-Domestic Rate liability. Under the Council's Liability to protect public funds and to detect and prevent fraud, it may be shared with other Council sections and other relevant bodies (including other Authorities, Police, Government Departments) when you have given consent or when allowed to by law.

Business Rates- Change of Occupier/ Owner Form

Address of Property

Date that the property purchase completed/lease commenced

If leased, please state duration of lease :

Please provide a copy of the lease/tenancy agreement

Date occupied/ furnished from (if different from above)

Full name(s) of occupier/leaseholder(s) in BLOCK CAPITALS.....

Trading Name (if applicable)

Is this the only non domestic property in England occupied by the occupier/leaseholder above?.....

If occupier/leaseholder is a limited company please state: Company registration number

Correspondence address:

If occupier/leaseholder is a sole trader/partnership please state:

Home address(es) of sole trader or partners.....

Name and address of the owner of the property

Name of previous occupier/owner (if known).....

Date previous occupier vacated.....

Forwarding address (if known).....

If you paid Business Rates to this Authority at your previous address, please state:-

Previous address.....

Date vacated.....Date Tenancy ended/Date of Sale.....

If you wish to pay your Business Rates by direct debit please complete and return the instruction below

Declaration

I confirm that the information provided on this form is correct to the best of my knowledge and belief and I will inform the Business Rate Section of any changes to the information provided.

Name..... Signature.....

Capacity of person signing (eg owner/agent)..... Date.....

Daytime Tel. number..... Email address.....

The Direct Debit Guarantee

* This guarantee is offered by all Banks and Building Societies that accept instructions to pay Direct Debits.

* If there are any changes to the amount, date or frequency of your Direct Debit, St.Helens Metropolitan B.C. will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request St. Helens Metropolitan B.C. 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 St.Helens Metropolitan B. C. 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 St. Helens Metropolitan B.C. asks you to.

* You can cancel a Direct Debit at any time by simply contacting your Bank or Building Society. Written confirmation may be required. Please also notify us.



Please tick box to indicate your preferred payment date: Monthly on 5th 14th 21st 28th or Weekly on Friday

Please tick this box if you wish to extend your instalments to March

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



Please fill in the form and send it to:
St Helens Council- Business Rates, PO Box 10592, Nottingham NG6 6DP

Originators identification number

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To the Manager Bank/Building Society
Address

Instruction to your Bank or Building Society
Please pay St.Helens Metropolitan B.C Direct Debits from the account detailed in this instruction subject to the safeguards assured by the Direct Debit Guarantee. I understand that this instruction may remain with St.Helens Metropolitan B.C. and, if so, details will be passed electronically to my Bank/ Building Society

Postcode

Name(s) of Account Holders (as shown on bank/building society account)

Business Rate Account Number

Bank/Building Society Account Number

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Signature(s)

Branch Sort Code

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Date