Business Rate Empty Rate Application

Please enter the address of the property for which application is being made

**Account Ref. (if known)**

**Date:**

I would be grateful if you would reply to the following questions by completing this form where appropriate and then returning it to the Council at the address below as soon as possible. The data is required by the Council for the operational, managerial and associated purposes relevant to the provisions of the National Non Domestic Rate and will be stored and processed on computers.

# Full name(s) of chargepayer

**1a**

(Complete 1a if the chargepayer is a limited company or has a trading name. If it is not a limited company, full names should be supplied here)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **1b** | **Mr** | **Mrs** | **Miss** | **Ms** |  |
|  | **Mr** | **Mrs** | **Miss** | **Ms** |  |

1. **Date property became empty?**
2. **Date lease to terminate if applicable?**
3. **Address for accounts?**
4. **Full name of owner / landlord**

(If appropriate)

1. **Full address of owner / landlord**

(If appropriate)

**Declaration**

**I declare that the information above is correct to the best of my knowledge and belief**

**………………………………………………… ………………………………………………….**

**Signature Name (Capitals please)**

**Contact Telephone number (optional)…………………………………………………………….**

**(As an inspection of the property will be necessary a contact number is useful should an appointment be required)**

**The above data is required by the Council for operational, managerial and associated purposes of the Local Government Finance Act 1988 and will be stored and processed on computers.**

## Please complete and return this form to:

**Revenues Section**

**Mole Valley District Council**

**Dorking Surrey**

**RH4 1SJ (Telephone No. 01306 879295) (Website.** [**www.molevalley.gov.uk/index.cfm?articleid=16769**](http://www.molevalley.gov.uk/index.cfm?articleid=16769)**)**

 **(Email** **business.rates@molevalley.gov.uk****)**