

Property Address:

Post Code:

Non Domestic Rate

In order to establish your correct liability to Business Rates please complete this form and return it by email or post as soon as possible. (Addresses are shown above)

To be completed in all circumstances.

1. Business Name (Limited Company / Trading name)

Are you a Limited Company? Yes / No

If Yes, Company Number: _____

If No, Please list names and addresses of all company partners

2. Business Description:

3. Correspondence Address – We will use the Registered Office (for limited companies) or unit, unless you provide an alternative address below:

4. Do you own this property? Yes / No If Yes, Completion Date ____ / ____ / ____

If No,

Please provide name, address and telephone number of the owner:

Lease Start date: ____ / ____ / ____

Lease End date: ____ / ____ / ____

5. Date of occupation (or date you expect to occupy) ____ / ____ / ____

6. Do you wish to apply for Small Business Rate Relief? * Yes / No

If Yes; Do you, or any of your partners, or does your limited company occupy any other business premises in England? Yes / No

If Yes; Please state address and local council:

7. Do you wish to apply for Charitable Relief? Yes / No

8. Do you wish to apply for Village Shop Relief? * Yes / No

9. Is this a listed building? Yes / No

10. Is any part of the property used as residential accommodation? Yes / No

If you wish to pay by Direct Debit, please complete and return the form on page 3.

Declaration

I declare that the information I have given on this form is correct, to the best of my knowledge.

Name: _____ **Signed:** _____

Position in Company: _____ **Date:** ____ / ____ / _____

Telephone Number: _____

Email: _____

We are committed to ensuring that your privacy is protected by adhering to the EU General Data Protection Regulation (GDPR). Your personal identifiable information provided will be used by us for updating Business Rate records, and contacting you regarding this. Your personal information will not be disclosed to anybody outside Teignbridge District Council without your permission, unless there is a lawful reason to do so, for example disclosure is necessary for crime prevention or detection. The data will be stored and retained in accordance with our full privacy policy at www.teignbridge.gov.uk/privacy

Notes

***Small Business Rate Relief**

Rate relief is available to ratepayers who occupy either (a) one property with a rateable value of up to £15,000, or (b) one main property (as before) and other additional properties with rateable values less than £2,900. All rateable values added together must be less than £20,000.

***Village Shop Relief**

If you are the occupier of the only general store or Post Office in a rural settlement and your rateable value is less than £8,500 you may qualify for Village Shop Relief. You may also qualify if you occupy the only Village Pub or Petrol Filling Station with a rateable value of less than £12,500.

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 Teignbridge District Council will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request Teignbridge District Council 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 Teignbridge District Council 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 Teignbridge District Council 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.



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



Please fill in this form and return to: Teignbridge District Council PO Box 2 Forde House Newton Abbot TQ12 4YR

Name and full postal address of your Bank or Building Society

To: The Manager	Bank/Building Society
Address:	
Name(s) of Account Holder(s)	

Payment will be made on either the 1st or 15th of every month. Please tick the payment date and frequency of your choice.

1st 15th

Monthly Apr-Jan

Monthly Apr – Feb

Monthly Apr - Mar

Originators Identification Number

9	5	8	8	4	7
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Instruction to Bank or Building Society

Please pay Teignbridge District Council from the account detailed in this instruction subject to safeguards assured by the Direct Debit Guarantee. I understand that this instruction may remain with Teignbridge District Council and, if so, details will be passed electronically to my Bank/Building Society.

Bank/Building Society account number

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Branch Sort Code

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Business Rate Reference Number

Signature

Date

Banks and Building Societies may not accept Direct Debit instructions for some types of account