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**Occupation of Property Form for Business Rates**

Please complete and sign this form and send it to Business Rates – Local Taxation, Exeter City Council, Civic Centre, Paris Street, Exeter, EX1 1JD or scan and email to [business.rates@exeter.gov.uk](mailto:business.rates@exeter.gov.uk)

**Declaration**

**I confirm, that to the best of my knowledge, the information I have gained is true and correct.**

Name (block capitals): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: / /

Position in the organisation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| 1. | Please complete full address of premises: |
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| 2a. | Sole traders or partnerships:  Please confirm your full name and home address (if a partnership, the full names and addresses of all partners must be given) |  |
| 2b. | Limited companies, registered charities and other organisations:  Please state full company/organisation name, registration number and registered address |  |
| 3. | Please complete the name trading name of your business |  |
| 4. | Do you occupy a specific car space(s)?  If yes, confirm space number(s) |  |
| 5. | Do you own the property? If yes please complete date of purchase |  |
| 6. | If you are not the owner, please confirm the owner’s full name and address |  |
| 7. | If you are the tenant or leaseholder, please confirm the date your lease started |  |
| 8. | State exact date of occupation, ie the date goods, equipment installed |  |
| 9. | State previous address, if in Exeter |  |
| 10. | Please give the forwarding address of the previous occupier |  |

**Guidance Notes on Completing the Occupation of Property Form**

This form is designed to enable the Business Rates Team to correctly levy the Business Rates charge for this property. These guidance notes should help you to fill in the sections of the form that relate to your situation.

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| **Section** | **Explanation** |
| 1 | Please enter the full address of the property (detailing the section of the premises for which your lease refers) |
| 2a | Complete this section if this is your own business or you are in partnership with others. You should include all names and home addresses along with the name of your business |
| 2b | Complete this section if you are filling in the form on behalf of a limited company or any other legally recognised organisation, such as a registered charity. You should provide your company or charity registration number and registered/head office address. |
| 3. | Please complete the name your business is trading as (this may be different to your sole trader or limited company name – eg John Smith t/a J Smith & Son) |
| 4. | Complete this section if you occupy a numbered car space or spaces that you have exclusive use of and for which you pay a specified rent. This does not apply if you have use of a shared car park or drive, or park on the road outside the premises. |
| 5. | Complete this section if you, or your organisation have bought the premises. |
| 6. | This section is to confirm the name and address of the owner of the premises you occupy, if you are a tenant. It will help us to identify who is liable for rates and also help to keep our records up to date. If you do not know the owner, please confirm the details of the agent you leased the premises through. |
| 7. | If you are a tenant or leaseholder, use this section to confirm the date your lease or tenancy started. Often this will be different from the date you or your organisation actually moved into the premises, so it is important that we know this date. |
| 8. | Use this section to confirm the exact date that occupation of the premises took place. This will be the date goods were brought in to store, or office paperwork was moved in, etc. |
| 9. | This section should be completed if you, or your organisation have occupied premises in the city of Exeter previously – this may not be your last address. |
| 10. | This section should be used to provide any information you may have regarding the previous occupier of these premises. |