

## Notification of occupation form for non-domestic rates

1. Property address

2. Full name of occupier and address for correspondence (if different from above)  
(company, partners' or proprietors' name)

3. Trading name (If not limited company)

4. Date of completion of purchase or commencement of lease

5. Date of occupation (date items moved into property)

6. Name and address of property owner

7. Name and address of previous occupier (if known)

8. Your previous trading address (if applicable)

9. Any other relevant information

**Please use a separate sheet if required**

## Declaration

**I certify that the above information is correct**

Name (please print): .....

Signature: .....

Date: .....

## Further Advice on Rate Relief

Further advice or information can be obtained from the Non-Domestic Rate Service on **0845 300 5562**.

Please return your completed application form to: **Non-Domestic Rates Section, South Oxfordshire District Council, PO Box 162, Erith, DA8 9DS**

## Alternative formats

'You can get our non-domestic rate relief application in alternative formats, upon request. These include large print, Braille, audio cassette, computer disk and email.

Please contact the Non-Domestic Rate Service.



**0845 300 5562**



[sodc.businessrates@secure.capita.co.uk](mailto:sodc.businessrates@secure.capita.co.uk)