



BOROUGH OF HYNDBURN
HOME OF THE ACCRINGTON PALS

**BENEFITS, REVENUES
AND CUSTOMER CONTACT**
Accrington Town Hall
Broadway Offices
Accrington
BB5 1EZ

National Non Domestic Rates – Occupation Form

Section 1: Business Property / Premises Details

1.	
Account reference number :	
Property Reference number :	
Property address:	
Name of person(s) liable for Business Rates:	
Your company name and registered company number:	
Your trading name:	
Address where your Business Rates correspondence should be sent, if different to the above:	

Section 2: Property lease/rental and ownership details

<p>Do you own the business property / premises?</p> <p>If NO, please provide the name and address of the business property / premises owner.</p>	<p>YES/NO*</p> <p>*Please delete as appropriate</p>
<p>Do you lease / rent the business property / premises?</p> <p>If NO, please provide the name and address of the business property / premises owner.</p>	<p>YES/NO*</p> <p>*Please delete as appropriate</p>
<p>If you lease / rent the business premises, please confirm;</p> <p>The length of the lease</p> <p>Any restrictions on property usage</p> <p>Please provide a copy of the lease/rental agreement</p>	
<p>Date of purchase or start of tenancy</p>	
<p>Date you moved into the property / premises</p>	

Section 3: Business Rate Reliefs

You can get small business rate relief if:

- you only use one property
- its rateable value is less than £15,000

From 1st April 2017 you will get 100% relief for properties with a rateable value of £12,000 or less. This means you will not pay business rates on properties with a rateable value of £12,000 or less. The rate of relief will gradually decrease from 100% to 0% for properties with a rateable value between £12,001 and £15,000.

If you have more than one property

You could get small business rate relief if the rateable value of each of your other properties is less than £2,900. The rateable values of the properties are added together and the relief applied to the main property.

If you are taking on an additional property –

The Government has introduced additional support for small businesses. For those businesses that take on an additional property which would have normally have meant the loss of Small Business Rate Relief, the Government has confirmed that they will be allowed to keep that relief for a period of 12 months.

Do you own currently receive SBRR?	YES / NO* Please delete as appropriate
If NO, please provide – <ul style="list-style-type: none">• The rateable value of your property• Address of <u>all</u> other business premises that you occupy	

Section 4: Paying your Business Rates



**Instruction to your bank
or building society to
pay by Direct Debit**

Service User Number
852471
Hyndburn Borough Council

Please provide your bank or building society details below and make any corrections to information we have pre-filled for you. This information can also be provided at www.hyndburnbc.gov.uk



Branch Sort Code						Bank or Building Society account number									
Name of Bank						Address of branch if known									
Name (s)				Address				Account Reference Number							
Telephone number															
Email address															
Please choose a Direct Debit date															
1 st			10 th			20 th			28 th						
Please choose if you want to pay over 10 months* or 12 months*															
* This may reduce depending on the number of months remaining in the financial year															
10 months to January						12 months to March									
Signature															
Date															

Instruction to your Bank or Building Society

Please pay Hyndburn Borough Council Direct Debits from the account detailed on this instruction subject to the safeguards assured by the Direct Debit Guarantee. I understand that this instruction may remain with Hyndburn Borough Council and, if so, details will be passed electronically to my bank/building society. Banks and Building Societies may not accept Direct Debit instructions for some types of account

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, Hyndburn Council will notify you within 10 working days in advance of your account being debited or as otherwise agreed. If you request Hyndburn Borough 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 Hyndburn Borough 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 Hyndburn Borough Council asks you to.
- ❖ You can cancel a Direct Debit at any time by simply contacting you bank or building society. Written confirmation may be required. Please also notify us.

Section 5: About you

Your declaration –

please read this declaration carefully before you sign it. To be completed by the ratepayer or their representative,

I understand the following:

- If I give information that is incorrect, you may take action against me as the law allows.
- You will use the information I have provided to review my National Non Domestic Rates account. You may check some of the information with other sources within the Council, Valuation Office Agency, and other organisations.
- You may give information to other organisations if the law allows.

This information correctly represents my circumstances as they are at the present time. I will report any other changes to the council.

Signed	Date
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Name	
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Capacity of person signing. For example, Company Secretary.	
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Your name	
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Your telephone number	
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Your email address	
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Would you like to receive your new bill by email?	Yes/No
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Your relationship to the new property. i.e. Tenant/new owner/appointee.	
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Date	
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Please note, we may use your telephone and email details to contact you by telephone, SMS or email with information regarding your National Non Domestic Rates (NNDR) account and updates in relation to NNDR information.

If you prefer not to receive these useful updates, please tick this box :

Where to send your documents

You have several options for returning this information:

You can drop it in our post box: Our post box is on the right hand side of the automatic doors at the Broadway entrance to our offices. This sign-posted steel post box is secure and can be used 24 hours a day.

Post your documents to us at the following address:

Hyndburn Borough Council
Benefits, Revenues and Customer Contact
Broadway Offices
Town Hall
Accrington
BB5 1EZ

Contact us

For help with your application, for any other enquiries or to book an appointment to see us in person, please contact us using the following details:

- Use our e-services online at www.hyndburnbc.gov.uk/businessrates
- By email – enquiries@hyndburnbc.gov.uk
- By telephone – 01254 388 111

Please call or email our Customer Contact Centre, we are open:

Monday	Tuesday	Wednesday	Thursday	Friday
9:00 – 17:00	09:00 – 17:00	10:00 – 17:00	09:00 – 17:00	09:00 – 17:00