



National Non Domestic Rates Occupation/Vacating Form

Please use **black ink** to fill in this form and return it to:

Business Rates, Revenues and Benefits, Shepway District Council, Civic
Centre, Castle Hill Avenue, Folkestone, Kent CT20 2QY

Business Rate Account

Property Address

Full name of occupier (please state responsible person's name unless
premises are occupied by a Limited company).

Day time telephone number

Day occupied/vacated* (i.e.date
Goods/equipment installed/removed)

(*delete as necessary)

Date of sale/termination of lease*.

(*delete as necessary)

If you are a tenant, please give the name and address of the owner or agent

Your previous/new address*

(*delete as necessary)

Address rate demand should be sent to, if different from above

Please tick the method of payment required

MONTHLY BY DIRECT DEBIT MONTHLY BY CASH/CHEQUE

HALF YEARLY/YEARLY BY CASH/CHEQUE

Your signature

Date

Please return the completed form to: -

Business Rates
Revenues and Benefits
Civic Centre
Shepway District Council
Castle Hill Avenue
Folkestone
Kent
CT20 2QY

If you have any queries please contact the Business Rates Team on 01303 853304

