

## Business Rates Occupation

Property Address

Are you the:	
<input type="checkbox"/> Owner	<input type="checkbox"/> Tenant
<input type="checkbox"/> Leaseholder	<input type="checkbox"/> Occupier under licence
<input type="checkbox"/> Other (please specify)	<input type="text"/>

**If you are the tenant / leaseholder, or are occupying by virtue of a licence or other agreement, please provide a copy of the relevant documentation.**

Exact date of occupation	<input type="text"/>
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Are you trading as:	
<input type="checkbox"/> Limited Company	<input type="checkbox"/> Sole Trader
<input type="checkbox"/> Partnership	<input type="checkbox"/> Charity
<input type="checkbox"/> Community Amateur Sports Club	
<input type="checkbox"/> Other (please specify)	<input type="text"/>

Please supply your Company or Charity Registration number	<input type="text"/>
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Full names of all new occupiers / liable parties <i>(Please include title, first name, surname and any trading name)</i>

Correspondence address <i>(If difference to the property address)</i>

Name and address of previous occupier  
(If known)

Name and address of property owner  
(For tenants / Leaseholders only)

Is this the only business premises you pay rates for in England and Wales?  Yes  No

If yes, please complete and return a Small Business Rates Relief application form. This can be found on our website <https://www.tewkesbury.gov.uk/forms/small-business-rates-relief-application>

#### Unoccupied Property

(Please note, any relevant exemption is based on when the property became vacant. No new period of exemption can be given upon a change of ownership / liable party.)

Reason property is empty

Unoccupied and Empty

Occupation is prohibited by law

This is vacant land with no building

#### Declaration and signature

- I/We declare that the information given above is true and accurate to the best of my/our knowledge.
- I/We understand that I/We must notify you of any change of circumstances that may affect any discount I receive within 21 days, and failure to do so may result in a penalty being incurred.
- I/We understand that it is a criminal offence to supply false information or receive a discount that I/We are not entitled to.

Signed

Date

Email address

Contact number

Signed

Date

Email address

Contact number