

NATIONAL NON-DOMESTIC RATES - OCCUPATION FORM

(To avoid being retrospectively billed, please complete all applicable parts of this form, as soon as possible)

Address of premises:				
Full name of occupier, including any trading name (this is the name that will appear on your bill):				
Which category do you trade as? (Please tick)	Limited Company	Sole Trader	Partnership	Other (please specify)
Please quote your Company. Registration Number (if applicable):				
Correspondence address (if different from property address):				
Contact name:				
Telephone number:				
Email address:				
Date of ownership or tenancy:				
On what date did you occupy the premises?				
What is your connection with the property? (please tick)	Owner	Leaseholder	Tenant	Other (please specify)
If you are the tenant / leaseholder or occupying by virtue of a licence or other agreement, please provide a copy of the relevant documentation.				
If you are not the owner, please provide the name & address of the landlord:				
If you have vacated a property in the Knowsley area, please provide details of the property address and account number below.				
Account Number	Property Address			

Please return the completed form to: business.rates@knowsley.govuk

Thank you for your co-operation.

Knowsley MBC
Exchequer Services
Archway Road, Huyton, L36 9YU

☎ 0151 443 4069/4126

✉ business.rates@knowsley.gov.uk