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USE THIS FORM TO REPORT ANY CHANGE IN OCCUPANCY TO A NON-DOMESTIC PROPERTY.

NOTES FOR GUIDANCE

1. You are responsible for a property if you are entitled to possession of the premises, whether occupied or vacant. This entitlement can be through ownership, but is overridden by a current lease or tenancy agreement.
2. A property used for storage of goods or effects is occupied, even though trading may not be taking place.
3. Certain classes of property are liable to a 50% rate if unoccupied. It is therefore important that section B be completed correctly if applicable.
4. Where the occupier is a Limited Company, this must be shown. If the occupier is a sole trader or partnership, a trading name only is not sufficient.

Complete ONE of the following three sections:-

Section A - If you have become responsible for a property for which you were not previously responsible, whether occupied or not.

Section B - If you have ceased to be responsible for a property.

Section C - If you are reporting a change from occupied to vacant (or vice versa) and you are remaining responsible for the property.

SECTION A (Becoming responsible for a property) FOR OFFICE USE : A/c Ref: _____

1. Full Name: _____

2. Property Address: _____

3. Correspondence Address: _____

4. Commencement date: _____

(The property will be rated as occupied unless entered below as vacant)

5. Unoccupied period: _____ to _____ *(enter 'current' if still unoccupied)*

6. If you are claiming a current vacancy, a visit to the property will need to be arranged. Please give a daytime contact telephone number below.

Tel: _____ Ask for: _____

7. The property is OWNED / LEASED *(Delete as appropriate)*

Duration of Lease / Tenancy: _____

8. Further Remarks: _____

SECTION B (Responsibility terminating for a property)

1. Full Name: _____
2. Account Reference: _____
3. Property Address: _____

4. Correspondence Address: _____

5. Termination date: _____
6. Property has been: SOLD REVERTED TO OWNER LEASED TO TENANT
7. Full Name and address of _____
new person responsible: _____
(or owner) _____
8. Further Remarks: _____

SECTION C (Change to liability, remaining responsible)

1. Full Name: _____
2. Account Reference: _____
3. Property Address: _____

4. Correspondence Address: _____

5. The Property has been: VACATED / OCCUPIED (*Delete as appropriate*)
6. Effective Date: _____
7. If you are claiming a vacancy, a visit to the property will need to be arranged. Please give a daytime contact telephone number below.
Tel: _____ Ask for: _____
8. Further Remarks: _____

Signature: _____ Date: _____

NAME IN BLOCK LETTERS: _____

1. Information given to Neath Port Talbot County Borough Council will be used only for the Council's lawful purposes for the provision of joined-up services, and will not be passed to anyone outside the Council without lawful authority.
2. In order to aid the prevention of fraud in the administration of public funds, the information may be compared with other personal data held by the Council and may also be used for comparison with other authorities and public bodies.