

Certificate of occupation

Property reference

Account reference

Property address
(including postcode)

Full name and title

Trading title

Correspondence address
if different to above

Telephone number

Email

Website address

Charity number
if a registered charity

Are you a

Sole trader

Full name and home address

A Partnership

Full name of partners

A limited Company

Registrations number and registered address

Is the property

Freehold

Leasehold



Completion date of sale

Commencement date of lease

Length of lease

First day of occupation

If leasehold, please supply the following information

Owners name

Owners address
(including postcode)

Owners telephone number

Owners email

Declaration

I declare that the information given is accurate and complete.
I will notify East Herts Council immediately of any changes.

Signature

Print name

Position of person signing

Date

Please complete, print and return this form as soon as possible to:
The Revenues Service, Council Offices, Wallfields, Pegs Lane, Hertford SG13 8EQ
Alternatively click the send button below. This will open your email application and attach as a new message.

If you have a query about this form, please use the number below:
01279 655261 Ext 7223 or
email: business.rates@hertspartnership-ala.gov.uk

Fair Processing Notice - How we collect and use information

We will use the information you give in this form and in any supporting evidence you send us, to process and calculate your business rates. We will normally keep your records for up to seven financial years and then they will be destroyed securely.

In accordance with data protection laws the information you provide as part of your application will be used for the purposes of processing your application. We may share your information with other Council departments and where necessary our affiliated partners for the purposes of fraud protection and to comply with our statutory obligations. Further details about how we handle your information can be found in our privacy policy available here -

For East Herts the link is <https://www.eastherts.gov.uk/dataprotection>

For Stevenage the link is <http://www.stevenage.gov.uk/about-the-council/access-to-information/200156/>

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