

Tel no: (0118) 9746000



**WOKINGHAM
BOROUGH COUNCIL**

NNDR – INQUIRY FORM

Address of Property:

NATIONAL NON-DOMESTIC RATES

Please complete this form to help us check our Non-Domestic Rate records. If you have any difficulties in completing this form please contact a member of staff on the telephone numbers above for assistance. A quick reply will help the Council save money and ensure that you receive a correct bill. Please write clearly.

Section A. Please complete this section if the property is occupied

1. Full name of Occupier _____

Business Telephone No: _____

If the occupier is a Company / Partnership please confirm if you are a limited Company, and if not please give the names of the individuals trading as the Company / Partnership.

2. Date your lease / Ownership commenced _____

3. Date your Business commenced trading at this address _____

4. Address to which correspondence should be sent _____

5. (a) Your previous address _____

(b) If applicable, the date you vacated this property _____

6. Forwarding address of former occupier (if known) _____

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Section B. Please complete this section if the property is empty

1. _____ Date _____ the _____ property _____ became _____ empty _____

2. Name of the Company / Individual(s) entitled to possession of the property (i.e. the leaseholder / Owner)

3. Date Lease / Ownership commenced _____

4. Address to which correspondence should be sent _____

5. Forwarding address of former occupier (if known) _____

Section C. Please complete this section if the property is rented

1. Please give the name and address of the landlord to whom rent is paid

2. Does your rent include a payment for National Non-Domestic Rates YES/NO

Section D. To be completed in all cases

Name of person completing this enquiry form _____ Position, if signing on behalf of a company _____

Signature _____ Date _____

Data Protection Statement. The information you have provided will be processed according to the Data Protection Act 1998. The information will be used for Non-Domestic Rates purposes and may be disclosed to organisations used by the Council to aid collection of the tax. The information may also be used in the prevention and detection of fraud and shared with other local authorities by data matching techniques.

PLEASE RETURN THE COMPLETED FORM TO: Wokingham Borough Council, P.O. Box 152, Shute End, Wokingham, RG40 1WJ.