

Spelthorne Borough Council  
 Council Tax Office  
 PO Box 291  
 Staines, Middlesex TW18 1UY

**Business Rates enquiry form**

**Date:**  
**Telephone: 01784 446490**



Business Rates reference number

Dear Sir/Madam

This form has been sent to you as it is believed this property is occupied. As the occupier, you have a duty to complete and return the form immediately so that your rate liability can be determined. If the form is not returned within 14 days, a demand for the full rate will be made from the date that the property was last occupied.

Name and address of Solicitors who acted in the purchase of the property <b>OR</b>		
Owner's name and address if renting/leasing property		
Full name of occupiers or company, partnership trading account etc. Please confirm your legal interest in the property e.g. freeholder, leaseholder, tenant, resident:		
Name	Occupation date	Legal Interest
Registered office:		
Correspondence Address:		

**DECLARATION**

**I declare that the information on this form is to the best of my knowledge true and accurate.**

Signed	Date
Name:	

*Please continue on the reverse of this form.*



Revenues	
Customer Services: 01784 451499	Main fax: 01784 463356
Minicom: 01784 446423	email: ndr@spelthorne.gov.uk

<b>Have you moved from a previous address within the Borough?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, previous address:	
Were you responsible for Business Rates there? <input type="checkbox"/> Yes <input type="checkbox"/> No	
What was your previous Business Rates Reference Number?	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Name of new owner / tenant responsible:	

<b>What is your preferred payment method?</b>	
<input type="checkbox"/> 1. Direct Debit <input type="checkbox"/> 1 <sup>st</sup> <input type="checkbox"/> 15 <sup>th</sup> (Tick box)	Account Name
<input type="checkbox"/> 2. Post Office or payment outlet	Account Number
<input type="checkbox"/> 3. Internet banking	Sort Code
Do you require information on further reductions? <input type="checkbox"/> Yes <input type="checkbox"/> No	
<input type="checkbox"/> 1. Small Business Rate Relief <input type="checkbox"/> 2. E-billing	Your email address:

<b>How to contact us:</b>	
By letter:	Please address to Council Tax, P.O. Box 291, Staines, TW18 1UY
Via email:	ndr@spelthorne.gov.uk
By Fax:	01784 443356
By telephone:	01784 446490 8am to 6pm Monday to Thursday and 5pm on Friday Answerphone facilities are available from 6pm on Monday to Thursday (5pm on Fridays)
	We will deal with your message the next day and phone you back if appropriate.
Enquiry desk:	We have a small team of people who man the Enquiry desk at the Council Offices from 9am to 4pm Monday to Friday
<b>Special needs</b>	<b>Minicom: 01784 446423 for hard of hearing</b> <b>Large print: 01784 446490 for all notices in large print</b> <b>Talking bill: 01784 446490 for visually impaired</b> <b>Braille: 01784 446490 for notice transcript</b> <b>Translation: 01784 446490 for bilingual translation service</b>