

National Non-Domestic Rates (Business Rates)

Includes information from Leicestershire Police
Authority and Leicester, Leicestershire and
Rutland Combined Fire Authority

**This leaflet is important and
forms part of your bill**



Corporate member of
Plain English Campaign.
Committed to clearer communication.

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CONTACT BUSINESS RATES AT:

**Wellington House, 22-32 Wellington Street,
Leicester LE1 6HL**

PHONE: 0116 299 3900 FAX: 0116 254 7322

E-MAIL: business.rates@leicester.gov.uk



**Leicester
City Council**

If you need help reading this publication or require it in a different format please contact: 0116 238 5126

إذا تحتاج للمساعدة حول هذا الأعلان أو تطلبها بأشكال مختلفة، رجاء الاتصال
بقسم المساكن (هاوزنگ دپارٹمنٹ) على الرقم التالي 0116 238 5126

এই প্রকাশনাটি পড়তে যদি আপনার কোন সাহায্যের প্রয়োজন হয় অথবা যদি এটি ভিন্ন কোন
ফরমেটে দরকার হয়, তবে দয়া করে হাউজিং ডিপার্টমেন্টের সাথে 0116 238 5126
নম্বরে যোগাযোগ করুন।

اگر شما احتیاج به همکاری دارید در مورد این اطلاعیہ یا به شکل مختلف در خواست
میکنید ، لطفاً به قسمت خانه‌های مسکنی (هاوزنگ دپارٹمنٹ) تماس بگیرید
به ژماره تلفن 0116 238 5126

આ પ્રકાશન વાંચવામાં જો તમને મદદ જોઈતી હોય અથવા એને તમારે જુદા રૂપમાં જોઈતું
હોય તો, મહેરબાની કરી કોલિંગ ડિપાર્ટમેન્ટનો 0116 238 5126 ઉપર સંપર્ક કરો.

ئەگەر پێویستیت بە یارمەتیدان ھەمبە دەربارەی ئەم ئاگادارییە ، یان بە شێوەی جووړاوجۆر
داوای دەکەیت ، تکایە پەیوێندی بکە بە بەشی خانووبەرە (هاوزینگ دپارٹمنٹ)
بە ژماره تەلەفۆنی 0116 238 5126 .

ਜੇਕਰ ਤੁਹਾਨੂੰ ਇਹ ਪ੍ਰਕਾਸ਼ਨ ਪੜ੍ਹਨ ਲਈ ਮਦਦ ਦੀ ਲੋੜ ਹੈ ਜਾਂ ਇਹ ਤੁਹਾਨੂੰ ਕਿਸੇ
ਹੋਰ ਰੂਪ ਵਿੱਚ ਚਾਹੀਦਾ ਹੈ ਤਾਂ ਕਿਰਪਾ ਕਰਕੇ ਹਾਊਜ਼ਿੰਗ ਡਿਪਾਰਟਮੈਂਟ ਨਾਲ
0116 238 5126 ਤੇ ਸੰਪਰਕ ਕਰੋ ।

Haddii aad u baahan tahay daabacaadan ama aad rabto iyadoo
iskale loo diyaariyay, fadlan la soo xiriir Qaybta Guryaha
taleefon 0116 238 5126 .

اگر آپ کو اس پبلیکیشنز (اشاعتی مواد) کے پڑھنے کے لئے مدد کی ضرورت ہو یا یہ کسی اور شکل میں چاہئے
تو ہاؤسنگ ڈیپارٹمنٹ سے رابطہ کرنے کے لئے براؤکرم 0116 238 5126 پر ٹیلی فون کریں۔

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1 Business Rates Direct Debit form

The direct debit guarantee



This guarantee should be detached and retained by the payer

- This guarantee is offered by all banks and building societies that take part in the **Direct Debit** scheme. The efficiency and security of the scheme is monitored and protected by your own bank or building society.
- If the amounts to be paid or the payment dates change, you will be told of this at least 14 days in advance.
- If an error is made by Leicester City Council or by your bank or building society, you are guaranteed a full and immediate refund.
- You can cancel at any time by writing to your bank/building society or to Leicester City Council.

Instructions to your Bank or Building Society to pay by Direct Debit



Please fill in the form and send to: Leicester City Council, FREEPOST (RRBZ-TECL-GLRZ), Wellington House, 22-32 Wellington Street. Leicester. LE1 6HL. (NO STAMP IS NEEDED).

1. Name and full postal address of your Bank/Building Society branch

To the Manager
Bank/Building Society
Address
Postcode

Name(s) of account holder(s).....

Signature (s).....

Date.....Telephone No. (optional).....

Originator's Identification Number

Bank/Building Society account number

Branch Sort Code

Business Rates reference number from your bill, beginning with 8

<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"/>	<input type="text"/>
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Instruction to your Bank or Building Society

Please pay Leicester City Council (LCC) **Direct Debits** from the account detailed in this instruction subject to the safeguards assured by the Direct Debit Guarantee. I understand that this instruction may remain with LCC and if so, details will be passed electronically to my Bank/Building Society.

Banks and Building Societies may not accept Direct Debit instructions from some types of account.

Please tick your preferred payment date:

1st 20th



2 How to pay your Business Rates

You need to pay your Business Rates at the start of the financial year (1st April), or in 10 monthly instalments, as shown on your bill, unless you take over the property during the year.

If you pay by any method other than Direct Debit, you should pay 3-5 days before the payment due date to allow for postal delivery/bank processing.

If payment is not made in accordance with your instalments recovery action will be taken. This could result in your right to pay by instalments being cancelled and the outstanding balance would then be due immediately. Further action may also result in costs being added to your rates balance.

Difficulty paying?

We may be able to make a payment arrangement depending on what action has already been taken to collect the amount due. Any payment arrangement, however, must be paid by direct debit. Our contact details on page 12 of this leaflet.

Your Business Rates bill can be paid by any of the following methods:

Direct Debit

This is the simplest and most efficient way to pay. You stay in control because you have a money back guarantee. It is paid monthly, but you only sign one form and your bank or building society does the rest. You have a choice of two dates, 1st or 20th of the month, so you can plan your payments to suit yourself. You can forget queues, cheques and stamps.

To change to Direct Debit fill in the Direct Debit instruction on page 4 of this leaflet,

sign it and send it to:

Leicester City Council, FREEPOST (RRBZ-TECL-GLRZ), Wellington House, 22-32 Wellington Street. Leicester. LE1 6HL (No stamp is needed.)

New for 2007

To make it even easier, you can also telephone us on (0116) 299 3900 with your bank account name, number and sort code and we will set up the direct debit for you. There is no need to fill in any forms.

If you already pay by Direct Debit you do not have to do anything. The monthly payments shown on your bill will automatically be made by your bank or building society.

Internet

You can pay your Business Rates online at www.leicester.gov.uk/payments by Maestro, Solo, Delta, Visa, MasterCard, JCB Card or Electron.

Standing Order

If you are not sure about paying by Direct Debit, then set up a standing order. It is so much easier than paying by cash or cheque. To pay by standing order contact the Business Rates Section to ask for a mandate to be sent to you. Alternatively, complete the mandate on page 16 of this leaflet and send it to your bank or building society. Please remember to set your standing order payment date at least 5 days before the instalment due date, so that you pay on time. If you already pay by standing order please remember to tell your bank/building society to pay the new monthly amounts shown on your bill.

BACS

Our account details are: **Co-operative Bank PLC, Leicester City Council NNDR account, 77/79 Market Place, Leicester LE1 5EN, sortcode 08-90-77, account number 61079805.**

Debit Card - Call us on 0116 252 7012

You can pay your Business Rates over the phone. We accept Maestro (Switch), Solo and Delta debit cards. This service is available 24 hours a day, 7 days a week, as you can leave your payment details on our secure phone service (Tele: 0116 252 7012). Just have your card details and Business Rates reference number ready when you call.

By Post

Please make your cheque payable to "Leicester City Council", write your Business Rates reference number on the back of the cheque, and send it to **Leicester City Council, Cash Office, Welford House, Welford Place, Leicester LE1 6ZH.** Please do not send cash in the post. We do not accept post-dated cheques.

In Person

Visit our Cash Office at Welford House, Welford Place. There is also a Deposit Box, available at the Cash Office, which is open 8.00am until 7.00pm every day except Christmas Day, or you can pay at local Housing Offices.

3 Information about your Business Rates

Your Rates Bill

The Government, since 1990, has controlled Business Rates. From this date there have been five yearly revaluations, with the current one being effective from 1st April 2005. The income from all the rates is paid into a national pool and redistributed between authorities as part of the Government Grant settlement. This way Business Rates (or non-domestic rates) contributes towards the cost of providing local services.

Rates due are calculated by two factors. One is the rateable value, the other is the 'Multiplier', also known as the 'Poundage'. Both are determined by the Government. Leicester City Council's role is to bill and

collect the rates, administer reliefs and pay the net revenue collected to the Government.

Exemptions

Some types of property are fully exempt from Business Rates. This means that no rates are charged for them. Exempt properties include:

- Agricultural land and buildings
- Fish farms
- Public places of religious worship
- Sewers
- Public parks
- Certain properties used for disabled people
- Swinging moorings for boats

Rates Liability

Rates are normally due from the occupier of the non-domestic property. This will normally be the owner-occupier or the leaseholder of the property. Please let us know within 21 days if you occupy or vacate a business property and we will send you a new or revised bill.

Empty (Unoccupied) Properties – the owner or the leaseholder is liable to pay rates for an empty property, the whole of which is not being used. There are no rates payable for the first three months from the date that the property became unoccupied. After that, 50% of the normal rates bill is payable. The exemptions from empty property rates include:

- The rateable value of the property is less than £2,200
- The ratepayer is a bankrupt or in liquidation (this will be up to the date the property is sold or the lease is disclaimed by the Official Receiver or the Insolvency Practitioner)
- The ratepayer is only entitled to occupy the property as the executor of a deceased person.
- The property is classed as 'industrial' (e.g. factory, warehouse, used for storage).
- The property is a listed building
- Occupation is prohibited by law.

You will not have to apply for these exemptions but if you receive a bill and you think the property should be exempt, you should contact us immediately.

Rateable Value

The rateable value is an estimate of the yearly rent at which your property might reasonably have been let if it had been on the market since 1st April 2003.

The value is set by an independent Government valuer employed by the Valuation Office. If you want to see how it compares with the rateable value of other

properties in Leicester you can inspect the rating list at:

**Revenues & Benefits Service
(Business Rates), Wellington House,
22-32 Wellington Street, Leicester LE1 6HL
Telephone: (0116) 299 3900
Fax: (0116) 254 7322
email: business.rates@leicester.gov.uk**

or at:

**The Valuation Office,
Enkalon House,
92 Regent Road,
Leicester, LE1 7DD.
Telephone: 0116 280 0200
Fax: (0116) 280 0299
Website: www.voa.gov.uk**

The Government has decided that all businesses should have their rateable value reviewed every five years. The current valuation is effective from the 1st April 2005.

Appeal Against the Rateable Value

If you think your rateable value is wrong, you can apply to the Valuation Officer to change it (see above for the address). An application form can be obtained from the Valuation Office. If the Valuation Officer agrees, the value will be changed. If it is still unresolved after three months, the dispute will be passed to the local Valuation Tribunal.

You may appeal against the rateable value for your property if:

- you believe that your rateable value in the rating list is wrong;
- the Valuation Officer changes your rateable value;
- there is a material change in circumstances which you believe affects the value of your property, such as:
 - a change in its physical state or use;
 - a physical change in the locality;
 - a change in the use of a neighbouring property.

Making an appeal is **free**. However, if you do use independent rating advisers, our advice is to be careful whom you instruct.

Legally, rates are payable based on the value shown on the bill, even if an appeal is underway. Rates overpaid following any successful appeal for a reduction are refunded or credited, with interest, by the Council. Interest will not be payable where a liability order has been obtained from the Magistrates Court to recover any overdue business rates.

If you think that your bill is incorrect, or if you have any questions about any possible reductions in your bill, please contact the Business Rates Section at the address given earlier.

Calculation of your Rates Bill

To work out your bill, Leicester City Council must start by multiplying your rateable value by the ‘Multiplier’ or the ‘Poundage’. This is an amount which is fixed each year by the Government. For 2007/2008 the multipliers for England are £0.441 (the Small Business Non-Domestic Rating Multiplier) and £0.444 (Non-Domestic Rating Multiplier). The latter applies to properties that do not qualify for small business rate relief. So, for example, if your rateable value is £11,000, the calculation will give a figure of £4,851 to pay, if you qualify for small business rate relief, otherwise it will be £4,884 (£11,000 x £0.444).

In many cases, the calculation will give you your rates bill. But for others, there will be further calculations to do, because of transitional arrangements and other rate reliefs. Further details and explanations will be shown on the bill.

Transitional Arrangements

The 2005 revaluation meant increases in the rateable value of many properties in

Leicester and decreases for others. This may have pushed individual rate bills very sharply up (or down). The Government, however, has decided that it would be better to phase in these changes gradually to give ratepayers time to adapt.

The basic principle is that individual rate bills should not go up or down in any year because of the 2005 revaluation by more than fixed percentage amounts, adjusted for inflation.

The phasing of increases and decreases will continue in **2007/2008** where there is a big difference between the:

Actual 2006/2007 rates payable and Rateable Value x 2007/2008 multiplier

Property with a rateable value less than £15,000	
Increase	Decrease
13.9%	32.7%
Property with a Rateable Value £15,000 and over.	
24.2%	11.0%

The limits for increases and decreases on the 2007/2008 bill are shown below:

The difference between the limited amount and the rateable value x 2007/2008 multiplier is the transitional adjustment. Where the property is subject to transitional adjustment and not subject to small business rate relief, a supplement of £0.003 x rateable value is added to the limited amount. This supplement is to cover the cost of the small business rate relief. Different rules apply for those rating assessments which are split or merged.

Further information is also available on the Governments website:

mybusinessrates.gov.uk

Rate Reductions and Reliefs

Rate reliefs and reductions may apply in certain circumstances. Further information on reliefs/reductions is available in section 4 below 'Explanatory notes prepared by the Government' regarding:

- Unoccupied properties
- Partly occupied properties
- Small Business Rate Relief – introduced by the Government from 1st April 2005. If after reading the notes on page 11, you think you meet the necessary criteria for the relief then please contact us for an application form.

- Charity and Registered Community Amateur Sports Clubs (CASCs) – to register as a CASC, please contact: **Inland Revenue Sports Club Unit, Meldrum House, 15 Drumsheugh Gardens, Edinburgh EH3 7UL. Tel: 0131 777 4147 Fax: 0131 777 4045 email: Sportsunit@gtnet.gov.uk**

- Non-profit making organisations
- Ratepayers suffering hardship

For further information and/or an application form please contact the Revenues & Benefits Service (Business Rates). Our contact details are on page 12.

4 Explanatory notes prepared by the Government

Non-Domestic Rates

Non-Domestic Rates, or Business Rates, collected by local authorities are the way that those who occupy non-domestic properties contribute towards the cost of local services. Except in the City of London where special arrangements apply, the rates are pooled by central government and redistributed to local authorities as part of the annual formula grant settlement. The money, together with revenue from council taxpayers, revenue support grant provided by the Government and certain other sums, is used to pay for the services provided by your local authority and other local authorities in your area.

Rateable Value

Apart from properties that are exempt from Business Rates, each non-domestic

property has a rateable value which is normally set by the valuation officers of the Valuation Office Agency (VOA), an agency of the Inland Revenue. It draws up and maintains a full list of all rateable values, available on their website at <http://www.voa.gov.uk/>. The rateable value of your property is shown on the front of this bill. This broadly represents the yearly rent the property could have been let for on the open market on a particular date. For the revaluation that came into effect on 1st April 2005, this date was set as 1st April 2003.

The valuation officer may alter the value if the circumstances of the property have changed. The ratepayer (and certain others who have an interest in the property) can also appeal against the value shown in the list if they believe it is wrong. Further information about making appeals can be

found on the VOA website or from your local valuation office.

Successful appeals against values shown in the rating list that came into force on 1st April 2005 will normally be backdated to that date, although there are exceptions to this. Further information about these arrangements may be found on the VOA website.

National Non-Domestic Rating Multiplier

The local authority works out the Business Rates bill by multiplying the rateable value of the property by the appropriate multiplier. From 1st April 2005 there are two multipliers; the standard non-domestic rating multiplier and the small business non-domestic rating multiplier. The former is higher to pay for small business rate relief. The Government sets the multipliers for each financial year for the whole of England. The Government normally changes both multipliers every year in line with inflation. By law, the multipliers cannot go up by more than the rate of inflation apart from some minor adjustments to counteract losses from appeals and, in relation to the standard multiplier, to pay for small business rate relief. In the year of a revaluation it is set at a level which will keep the total amount raised in rates after the revaluation the same as before, plus inflation for that year. The current multipliers are shown on the front of this bill.

Transitional Arrangements

Property values normally change a good deal between each revaluation. Transitional arrangements help to phase in the effects of these changes by limiting increases in bills. To help pay for the limits on increases in bills, there also have to be limits on

reductions in bills. Under the transition scheme, limits continue to apply to yearly increases and decreases until the full amount is due (rateable value times the appropriate multiplier).

The scheme applies only to the bill based on a property at the time of the revaluation. If there are any changes to the property after 1st April 2005, transitional arrangements will not normally apply to the part of a bill that relates to any increase in rateable value due to those changes. Any transitional adjustments are shown on the front of this bill.

Further information about transitional arrangements and other reliefs may be obtained from Leicester City Council or the website www.mybusinessrates.gov.uk

Unoccupied Property Rating

Business Rates will not be payable in the first three months that a property is empty. After this period, empty rate is charged at 50% of the bill that would have been due had the property been occupied. There are a number of exemptions from the empty rate (e.g. industrial properties and listed buildings and small properties with rateable values of less than £2,200). Full details can be obtained from the local authority.

Partly Occupied Property Relief

A ratepayer is liable for the full non-domestic rate whether a property is wholly occupied or only partly occupied. Where a property is partly occupied for a short time, the local authority has discretion to award relief in respect of the unoccupied part. Full details can be obtained from the local authority.

Small Business Rate Relief

This relief is only available to ratepayers who apply to their local authority and who occupy either—

- (a) one property, or
- (b) one main property and other additional properties providing those additional properties each have a rateable value of less than £2,200.

The rateable value of the property mentioned in (a), or the aggregate rateable value of all properties mentioned in (b), must be under £15,000 outside London or £21,500 within London, including on 1st April each year.

Ratepayers who satisfy these conditions will have the bill for their single or main property calculated using the lower small business non-domestic rating multiplier rather than the ordinary non-domestic rating multiplier that is used to calculate the liability of other businesses.

In addition, if the single or main property is shown on the rating list with a rateable value of up to £10,000, the ratepayer will receive a percentage reduction in their rates bill for this property of up to a maximum of 50% for a property with a rateable value of not more than £5,000.

If an application for relief is granted, provided the ratepayer's circumstances do not change, the application will not need to be renewed until the next revaluation of non-domestic premises, which happens every five years. Certain changes in circumstances will need to be notified to the local authority by the ratepayer (other changes will be picked up by the local authority). The changes which must be notified are—

- (a) the ratepayer taking up occupation of a property they did not occupy at the time of making their application for relief; and

- (b) an increase in the rateable value of a property occupied by the ratepayer in an area other than the area of the local authority which granted the relief.

Notification of these changes must be given to the local authority within 4 weeks of the day after the day the change happened. If this happens, there will be no interruption to the ratepayer's entitlement to the relief. However, failure to notify the authority within this timeframe will mean the ratepayer ceases to be entitled to the relief with effect from the day that the change happened. If they are still eligible, the ratepayer will be entitled to the relief again with effect from the day that they notify the local authority. A notification that the ratepayer has taken up occupation of an additional property must be by way of a fresh application for relief; notice of an increase in rateable value must be given in writing.

Full details on the eligibility criteria and on how to apply for this relief are available from the local authority.

Charity and Registered Community Amateur Sports Club Relief

Charities and Registered Community Amateur Sports Clubs are entitled to 80% relief where the property is occupied by the Charity or Club and is wholly or mainly used for charitable purposes or as a Registered Community Amateur Sports Club (CASC). To register as a CASC, please contact: **Inland Revenue Sports Club Unit, Meldrum House, 15 Drumsheugh Gardens, Edinburgh EH3 7UL. (Tel: 0131 777 4147 Fax: 0131 777 4045 email: Sportsunit@gtnet.gov.uk)**

The local authority has discretion to give further relief on the remaining bill. Full details can be obtained from the local authority.

Non-Profit Making Organisation Relief

The local authority has discretion to give relief to Non-Profit Making Organisations. Full details can be obtained from the local authority.

Hardship Relief

The local authority has discretion to give relief in special circumstances. Full details can be obtained from the local authority.

Rating Advisers

Ratepayers do not have to be represented in discussions about their rateable value or their rates bill. Appeals against rateable

values can be made free of charge. However, ratepayers who do wish to be represented should be aware that members of the Royal Institution of Chartered Surveyors (RICS - website <http://www.rics.org.uk/>) and the Institute of Revenues Rating and Valuation (IRRV - website <http://www.irrv.org.uk/>) are qualified and are regulated by rules of professional conduct designed to protect the public from misconduct. Before you employ a rating adviser, you should check that they have the necessary knowledge and expertise, as well as appropriate indemnity insurance. Take great care and, if necessary, seek further advice before entering into any contract.

5 Where to get further advice

You can contact Revenues & Benefits Service (Business Rates):

By telephone on - 0116 299 3900 (your call may be recorded for training purposes) between: 8.30am and 5.00pm on Mondays, Tuesdays and Thursdays, 9.30am and 5.00pm on Wednesdays, and 8.30am to 4.30pm on Fridays.

By e-mail at:
business.rates@leicester.gov.uk

By fax on:
0116 254 7322

In person:
at Wellington House between 8.45am and 4.30pm Monday, Tuesday and Thursday, 9.30am and 4.30pm on Wednesdays, 8.45am and 4.00pm on Fridays.

By writing to:
Revenues & Benefits Service, (Business Rates) Section, Freepost RRBZ-TECL-GLRZ, Wellington House, 22-32 Wellington Street, Leicester LE1 6HL

By Minicom on:

0116 252 7584 (for deaf and hearing impaired callers with minicomms only).

Or visit to:

Customer Service Centre, New Walk Centre, King Street, Leicester LE1 6ZG between 8.30am and 5.00pm on Mondays, Tuesdays and Thursdays, and between 8.30am and 4.30pm on Wednesdays and Fridays.

The Government has also produced a leaflet on business rates. You can get a copy by contacting:

DTLR Free Literature Unit,
(quote product code 01LG0742)
Floor 5/J1, Eland House,
Bressenden Place, London SW1E 5DU
Tel: (0870) 1226 236
Fax: (0870)1226 237
Email: dtlr@twoten.press.net.

The leaflet can also be viewed or downloaded from their website at:
www.local.odpm.gov.uk/finance/busrats/guide/index.htm

For more information about business rates please visit our website at
www.leicester.gov.uk/businessrates
or the Government website at
www.mybusinessrates.gov.uk

Note: Remember to write your business rates reference number on any letter(s) you send. Please include a daytime contact telephone number.

No Smoking Ban in Enclosed Workspaces

New Smoking Regulations come into force from 1st July 2007

and businesses need to

start planning for this

now, because

smoking will be

banned in ALL

enclosed

workspaces from

this date. For more

information see

www.smokefreeengland.co.uk

Tel. 0800 169 1697 and

www.smokefreeaction.co.uk



In Leicester, you can also contact Leicester City Teaching PCT (Tel. 0116 295

4114/4108) for assistance

on developing workplace

smoking policies,

employee smoking

cessation initiatives and

advice on smoke free

campaigns.

Leicester City Council's

Health and Safety Team (0116 252

6442) can also provide impartial

advice on the new regulations.

6 National Non-Domestic Rates: (Business Rates)

Change of address form - Leavers (Vacation)

Please complete this form and return it as soon as possible to: **Leicester City Council, Revenues and Benefits Service, NNDR (Business Rates) Section, FREEPOST: RRBZ-TECL-GLRZ, Wellington House, 22-32 Wellington Street, Leicester LE1 6HL.** Tel: 0116 299 3900. Fax: 0116 254 7322. Email: business.rates@leicester.gov.uk

Reference Number:

1	Address of property	
2	Name of person(s)/Ltd company vacating above property	
3	Date of removal of all furniture and effects	
4	Date tenancy ceased or sale completed (if known)	
5a	Your new correspondence address	
5b	Addresses of any other properties within the City for which you receive a separate rate account	
6a	Address to which you are moving	
6b	If this address is in the City, will you be the ratepayer?	
6c	Name and address of your solicitor	
7	In respect of the property at (1) above, if you were:	
7a	a tenant -please give owner's/agent's name and address	
7b	an owner/occupier -please give the new occupier's name and address, if known	

I declare the information on this form to be correct to the best of my belief. I understand that an inspection of the property may need to be made by Leicester City Council.

Tel no: Signature of Ratepayer Mr/Mrs/Miss
Position in company if applicable Date

Data Protection: The personal information collected in respect of your business rates is held on computer records. It may also be shared, by law, with other councils and law enforcement agencies for the prevention or detection of crime, or the apprehension of offenders.



7 National Non-Domestic Rates: (Business Rates)

Change of address form - New Occupiers

Please complete this form and return it as soon as possible to: **Leicester City Council, Revenues and Benefits Service, NDR (Business Rates) Section, FREEPOST: RRBZ-TECL-GLRZ Wellington House, 22-32 Wellington Street, Leicester LE1 6HL.** Tel: 0116 299 3900. Fax: 0116 254 7322. Email: business.rates@leicester.gov.uk

Reference Number:

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(if known)

1	Situation/Address of property	
2	FULL name of new occupier and/or company name - if Ltd. Co. state Co. no.	
3	Date of occupation OR date of property furnished (if earlier)	
4	Date of completion of purchase or date tenancy commenced	
5	Address for correspondence (if different from 1 above). If Ltd. Co. state Reg. Office	
6	If sole trader or partnership, your home address	
7	Your previous address	
8	Name and address of solicitors (if any)	
9	If you are not the owner of the property state name and address of owner/agent	
10	Name and forwarding address of previous occupier	

Do you wish to pay by instalments? **YES/NO** If yes, please tick method of payment required

Direct Debit (please complete the form on page 4 of this leaflet) Instalment Card

Bank Standing Order

I declare the information on this form to be correct to the best of my belief. I understand that an inspection of the property may need to be made by Leicester City Council.

Tel no: Signature of Ratepayer Mr/Mrs/Miss

Position in company if applicable Date

Data Protection: The personal information collected in respect of your business rates is held on computer records. It may also be shared, by law, with other councils and law enforcement agencies for the prevention or detection of crime, or the apprehension of offenders.

8 Business Rates Standing Order form

Please fill in this form to instruct your bank or building society to make payments from your account by standing order.

Then return this form to **your bank or building society**.

Instructions to your bank or building society

Please pay: The Co-operative Bank Plc, 77 - 79 Market Place, Leicester

Sort code: 08-90-77

For the credit of: Leicester City Council

Account number: 61079805

Business Rates reference number.

8

(Please enter the reference number on the front of your bill.)

Name and full address of your bank or building society

Name of your bank or building society account to be debited

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Bank or building society account number

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Sort code

--	--	--	--	--	--

Date of first payment:

--

Amount of first payment:

--

Further payments of:

--

On the:

--

day of each month

until

--

or you receive further notice from me in writing.

Your signature:

--

Date:

--

Please set your standing order payment 5 days before the instalment dates on your bill to allow for the payments to be credited to your Business Rates account on time.

