

# Non-Domestic Rates Registration Form



Property address

.....  
.....  
Postcode

Property description (i.e. office/warehouse/shop)

.....

Please state whether you are the:

- owner    leaseholder    tenant

Date of start of ownership/lease/tenancy

.....

Date trading commenced/occupation (stock & furniture in situ)

.....

Landlord's details (if applicable)

Landlord's name

.....

Landlord's address

.....  
.....  
Postcode

Landlord's email

.....

Landlord's telephone number

.....

**If you trade as a limited company/LLP/PLC, please complete Sections 1, 3 & 4. If you trade as a sole trader or partnership, please complete Sections 2, 3 & 4.**

## Section 1 Organisation

Company name

.....

Company number

.....

Registered office address

.....  
.....  
Postcode

HMRC Unique Tax Reference (UTR)

.....

Trading name (if different from company name) (i.e. ABC Ltd. trading as XYZ Foods)

.....

Nature of business (e.g. barber, baker etc.)

.....

## Section 2 Sole Trader or Partnership

Company name(s)

.....

Home address(es)

.....  
.....  
Postcode

National Insurance Number

.....

HMRC Unique Tax Reference (UTR)

.....

Date of Birth

.....

Trading name

.....

Nature of business

.....

## Section 3 Your contact details

Email address

.....

Contact number

Office ..... Mobile

Website address

.....

## Section 4 Declaration

I believe that the information provided above is correct to the best of my knowledge and belief.

Signed

.....

Print name

.....

Date

.....

Capacity of person signing (i.e. director, secretary)

.....

If you would like to receive your demand notices electronically, please provide your email address

.....

Please return this form along with a copy of your lease/tenancy agreement (if applicable) by email to **revs@enfield.gov.uk** putting business rates and the property address in the subject line or by post to: **Business Rates, London Borough of Enfield, Civic Centre, Silver Street, Enfield, EN1 3XA**