

## National Non-Domestic Rate

The rates due on your property for the financial year are shown overleaf. The amount payable has been calculated by multiplying the rateable value of your property by the appropriate Government set multiplier. Details about Business Rates are explained in the Business Rates Explanatory Notes which can be viewed on our website: [www.kingston.gov.uk](http://www.kingston.gov.uk)

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### Register online to view your account and receive your bill electronically

[www.kingston.gov.uk/viewyourbillonline](http://www.kingston.gov.uk/viewyourbillonline)

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### Change of occupier

Full details of any changes in ownership or tenancy should be notified as soon as possible to the National Non-Domestic Rates Department.

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### Payment of instalments

**You must pay on or before the dates the payments are due. If payments are not made on time then you will lose your right to pay by instalments and will have to pay the rest of the balance of this bill.**

**If you fail to pay an instalment in full and on time, we will take action against you to recover what you owe. Recovery action will be taken at any time if you have failed to make payments by the due dates.**

Payments can be made by:

<b>Direct debit</b>	- you can set up your direct debit over the phone
<b>By BACS</b>	- Council's bank details are: Sort code <b>30-80-12</b> Account Number <b>14717168</b>
<b>Internet</b>	- using a debit or credit card via our website <a href="http://www.kingston.gov.uk">www.kingston.gov.uk</a>
<b>Automated telephone</b>	- using a debit or credit card dial <b>0345 359 1111</b>
<b>IBAN</b>	- <b>GB83 LOYD 3080 1214 7171 68</b>
<b>BIC/SWIFT</b>	- <b>LOYDGB21F09</b>

Full details on how to pay are shown on the Payment Options leaflet.

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### General questions

If you would like an explanation of this bill, or if you have any other questions, please contact us.

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### How to contact us

<b>Internet</b>	<a href="http://www.kingston.gov.uk">www.kingston.gov.uk</a>
<b>By Letter</b>	addressed to the National Non-Domestic Rates Office, at the address below. We aim to respond to your letter within 10 working days.
<b>By Telephone</b>	<b>020 8547 5007 (opening hours 9am to 5pm Monday to Friday)</b>

Guildhall 2  
Kingston upon Thames  
KT1 1EU

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### General Data Protection Regulation 2016 - Privacy Notice

You have a right to know how the Revenue and Benefits Department is holding information about you, what information we are processing about you, what we are using it for and who we share it with.

This information is set out on a privacy notice on our website at [https://www.kingston.gov.uk/info/200164/business\\_rates](https://www.kingston.gov.uk/info/200164/business_rates)