**1.**        Confirm the full property address that has been damaged by flooding due to extreme weather conditions.

 ……………………………………………………………………………………….

**2.**         The commercial property is:

            (Please tick **ONE** box as appropriate)

                 **a)** Completely empty due to flood damage                      □

 **b)** Partially empty due to flood damage                               □

**3.**         **a)** If the property is **NOT** completely empty, please give details below:

          (eg does stock remain, office furniture, area’s occupied and unoccupied)

           …………………………………………………………………………………………..

           …………………………………………………………………………………………..

 **b)** Are you continuing to trade **Yes/No**

**4**         Exact date property became unoccupied (partially or fully) was: ……………

**5.         a)** Are you Insured**: Yes/No**

 **b) If Insured,** have you received an instruction from your Insurance

 Company requesting that you vacate the property: **Yes/No**

 (If so, provide a copy of this letter).

**6.**         If you have ceased trading and vacated the property please confirm your

 Contact address:

………………………………………………………………………………………

**7.**        **a)** How long is it anticipated that the repair works will take: …………………….

 **b)** If now re-occupied property confirm the date: ……………..

**Note**:  You must advise the Authority immediately once the property becomes either part or fully occupied, by e-mailing us revenues@powys.gov.uk

**I declare that the above information is correct and I will inform Powys promptly of any changes in status of this property.**

**Signed**: ………………………… **Name** ……………….    **Position:** …………………...

 **E-Mail**: …………………………. **Tell No**: ………………………

**1.**       Cadarnhau cyfeiriad llawn yr eiddo sydd wedi cael ei ddifrodi gan lifogydd oherwydd tywydd garw eithriadol.

 ……………………………………………………………………………………….

**2.**         Mae’r eiddo masnachol yn:

            (Ticiwch **UN** blwch fel sy’n briodol)

                 **a)** Hollol wag oherwydd difrod gan lifogydd                □

 **b)** Rhannol wag oherwydd difrod gan lifogydd                 □

**3.**         **a)** Os **NAD** yw’r eiddo’n hollol wag, rhowch y manylion isod:

          (e.e. a oes stoc ar ôl, dodrefn swyddfa, mannau wedi’u meddiannu ac heb eu meddiannu)

           …………………………………………………………………………………………..

           …………………………………………………………………………………………..

 **b)** A ydych chi’n parhau i fasnachu **Ydw/Nac ydw**

**4**         Yr union ddyddiad y daeth yr eiddo’n wag (yn rhannol neu’n llawn) oedd: ……………

**5.         a)** A oes gennych chi yswiriant**: Oes/Nac oes**

**b) Os oes gennych chi yswiriant,** a ydych wedi derbyn cais gan

 eich cwmni yswiriant yn gofyn i chi adael yr eiddo: **Do/Naddo**

 (Os felly, darparwch gopi o’r llythyr hwn).

**6.**         Os ydych wedi rhoi’r gorau i fasnachu ac wedi gadael yr eiddo, rhowch eich

 cyfeiriad cyswllt

:

 ………………………………………………………………………………………

**7.**        **a)** Pa mor hir y disgwylir y bydd y gwaith atgyweirio yn ei gymryd: ………….

 **b)** Os yw’r eiddo wedi’i ail-feddiannu bellach nodwch y dyddiad: ……………..

**Sylwch**: Mae’n rhaid i chi roi gwybod i'r Awdurdod ar unwaith pan fydd yr eiddo’n cael ei ailfeddiannu’n rhannol neu’n llwyr, drwy anfon e-bost atom, revenues@powys.gov.uk

**Rwy'n datgan bod y wybodaeth uchod yn gywir a byddaf yn hysbysu Powys yn brydlon o unrhyw newidiadau yn statws yr eiddo hwn.**

**Llofnod**: ………………………… **Enw** ……………….    **Swydd:** …………………...

 **E-bost**: …………………. **Rhif ffôn**: ………………………