

Change of Occupier for Business Rates

This form needs to be completed if there has been a change in the person(s) who have become responsible for a property which is subject to the Business Rate.

Please complete the form and return to the address above.

Please complete this section if you are vacating this property

Your Name.....

Address of property vacated.....

.....

What date did you vacate the premises.....

What is your new address.....

.....

Tel No..... Email

Is the property still your responsibility: Yes / No (please delete as necessary)

If the property is **no longer your responsibility** tell us the **name** and **address** of the person(s) who are responsible **AND** the **date** your liability was legally transferred. (If you don't know this information you should tell us the name and address of the solicitor who acted for you).

Name

Date Of Transfer

Address.....

.....

Tel No..... Email.....

Please complete this section if you are occupying this property

Your Company Name.....

Company Number.....

or if a sole trader or partnership

Your Name (s).....

Trading Name.....

Home or Contact Address.....

.....

Tel No..... Email.....

What date did the lease or ownership transfer into your name.....

What date did you move into the property.....

Signature **Date**