

Revenues Department
 Newcastle under Lyme Borough Council
 Castle House
 Barracks Road
 Newcastle under Lyme
 Staffordshire
 ST5 1BL



 Your Full Name:

 Your Current Address:

Date: _____

Property Ref: _____

Account Ref: _____

NON-DOMESTIC RATES NEW OCCUPIER

Address of the property

NEW OCCUPIER DETAILS

New Occupier	_____		
Is the New Occupier...	a Limited Company*/Sole Trader*/ Partnership*?	Limited Company Registration Number	_____
Limited Company Registered Office Address or Sole Trader's Home Address	_____		
Name & Address of Owner*/Leaseholder* (if other than the Occupier)	_____		
Date Stock First Installed* or Premises First Used*	_____	Date of Completion of Purchase	_____
Lease Start Date	_____	Lease End Date	_____
Occupiers Interest in Property	Freehold*/Leasehold*/Other...(please specify)		_____

(*delete as appropriate)

PREVIOUS OCCUPIER DETAILS

Name of Previous Occupier	_____
Date of Vacation	_____
Forwarding Address	_____

DECLARATION

I declare that the information given on this form is correct to the best of my knowledge and that there are no other changes to my circumstances. I am aware that to make a false statement is a serious offence and it is the Council's policy to prosecute where any statement can be proven to be false. In certain circumstances a penalty may be imposed where a false statement leads to a loss by the Council.

Name: _____ Signature: _____

Tel: _____ Email: _____ Date: _____

Received by: _____ Date: _____
 (Customer Hub Officer)

Once you have completed this form, please email it to rates@newcastle-staffs.gov.uk
General Data Protection Regulations: Your right to privacy is very important to us and we recognize that when we collect, use or store your personal data you trust us to act in a responsible manner. For a full explanation of how Newcastle under Lyme Borough Council uses your data and what your rights are, please read our privacy notice at <https://www.newcastle-staffs.gov.uk/all-services/advice/privacy-notice>