Revenues Department

Newcastle under Lyme Borough Council

Castle House

Barracks Road

Newcastle under Lyme

Staffordshire

ST5 1BL

|  |  |  |  |
| --- | --- | --- | --- |
|  |  | Date: |  |
| Your Full Name: |  | Property Ref: |  |
| Your Current Address: |  | 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**](mailto: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