

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 OUTGOING OCCUPIER

Address of the property

OUTGOING OCCUPIER DETAILS

Outgoing Occupier	_____
Forwarding Address or Home Address	_____
Name & Address of Owner*/Leaseholder* of the property being vacated	_____
Date Stock Removed/Premises Last Used	_____
Sale Completion Date*/Lease End Date*/Tenancy End Date*	_____
Additional Information (eg Solicitor, etc.)	_____

(*delete as appropriate)

NEW OCCUPIER DETAILS

Name of New Occupier	_____
Date of Re-occupation	_____

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: (Customer Hub Officer)	_____ Date:	

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>