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 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:  |  | Date:  |

(Customer Hub Officer)

**Once you have completed this form, please email it to** **rates@newcastle-staffs.gov.uk**

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