

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



Name:	_____	Date:	_____
Address:	_____	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:	_____	Date:	_____
(Customer Services Clerk)			

For more information contact tel: 01782 715500 or email: rates@newcastle-staffs.gov.uk