**Revenue Services**
Urban Road
Kirkby in Ashfield
Nottingham.
Ng17 8d
Telephone: 01623 457200
Website: [www.ashfield.gov.uk](http://www.ashfield.gov.uk)
Email: businessrates@ashfield.gov.uk

# Business Rates – End of occupation form

PART A – BUSINESS RATES: CHANGE OF ADDRESS – END OF OCCUPATION

|  |  |
| --- | --- |
| Company name or name(s) of persons trading: |  |
| Trading name: |  |
| Account number:  |  |
| Address of the property you have left: |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Date you ceased trading form this address | Day: |  | Month: |  | Year: |  |
| Date stock/goods were removed from this premises: | Day: |  | Month: |  | Year: |  |

|  |  |
| --- | --- |
| Your new business address:  |  |
| Your home address: |  |

PART B – Please complete this section ONLY if you were renting the property that you have left

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Date tenancy/lease ceased: | Day: |  | Month: |  | Year: |  |

|  |  |
| --- | --- |
| Full name and address of landlord / Agent: |  |
| Telephone number: |  |

PART C – Please complete this section ONLY if you own(ed) the property you have left

|  |  |  |
| --- | --- | --- |
| Has the property been sold? | Yes: |[ ]  No: |[ ]

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| If yes – what is the completion date of sale: | Day: |  | Month: |  | Year: |  |

|  |  |
| --- | --- |
| Name and address of new owner: |  |
| Name and address of solicitor: |  |
| Telephone number:  |  |

PART D – DECLARATION

I declare that to the best of my knowledge and belief, the particulars shown above are true, accurate and complete. I will inform you within 21 days if my circumstances change.

|  |  |
| --- | --- |
| Name:  |  |
| Signature:  |  |
| Capacity in which signed:  |  |
| Date:  |  |
| Telephone number:  |  |
| Email address:  |  |