**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](mailto: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: |  |