

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

Company name or name(s) of persons trading and trading name:						
Account No:						
Address of property:						
Date ceased trading from address:	DAY	MONTH	YEAR			
Date stock/goods removed from premises:	DAY	MONTH	YEAR			
New business address:						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			
Name and address of landlord / Agent:					Tel No:	

**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 – 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:		Date:	
Signature:		Telephone No:	
Capacity in which signed:		Email Address:	