



Address of Property:

Date:

Property Ref No:

National Non-Domestic (Business Rates) Notification of Leaving Form

Please fill in this form and return it to us within 14 days. If you have any questions about the form please telephone us, email, or visit us at the above address.

Full name of person (s) or Ltd company that is moving out of the property.	
Please give the exact date you moved out. (this is when all furniture and stock were finally removed from the property.)	
Please give the new address you are/have moved to, or your correspondence address and postcode.	
If you have moved to a new business address in Rutland, will you be the ratepayer at that new address?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Please tick the relevant box to confirm if you were the owner or rented the property, and give the date of sale or when the tenancy ended.	Owner : <input type="checkbox"/> Completion Date : Tenant : <input type="checkbox"/> Tenancy End Date :
If you have sold the property please give the full name and address of your solicitor .	
If you have sold the property please give the full name and contact address of the purchaser .	
If you still own the property please tick the relevant box to confirm its current status. Please see notes overleaf.	Empty and for sale <input type="checkbox"/> Empty and for rent <input type="checkbox"/> Rented to a tenant <input type="checkbox"/> Empty <input type="checkbox"/>
If you still own the property and have ticked the box to confirm it is for sale or rent, please give the selling/managing agents full name and address.	
If you still own the property and have ticked the box to confirm it is rented out, please give the tenant's full name and contact address.	
If you rented the property, please give the full name and address of the owner or managing agent	

DECLARATION:

I declare that the information I have given on this form is correct to the best of my knowledge.	
Signature:	Print full name:
Position in Company:	Phone Number:
Date:	Email:

Data Protection Act 1998: The personal information requested on this form is requested by law for Business Rates purposes. It may also be shared, by law with other councils and with law enforcement agencies for the prevention or detection of crime, or the apprehension or prosecution of offenders.

The Council may share the information you supply with other departments within the Council.

Explanatory Notes

Please note that person(s) entitled to possession of certain classes of empty property may be liable for payment of unoccupied property rates after the property has been empty for a maximum of three Months. More information about empty property rates can be obtained by contacting us using the methods shown over the page.

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REFUND OF OVERPAYMENT

If business rates have been paid in excess of the amount now due a refund can be issued. The business ratepayer needs to sign this section personally (or in the case of someone that is deceased, the executor(s) or administrator(s)).

I request a refund of National Non- Domestic Rates overpaid by me in respect of:
(Please write the address the refund is for in this box)

I declare that, if the refund arises as a result of my having vacated or sold the above premises, no rates have been recovered by me from the purchaser or incoming occupier of the premises for the period or any part of the period for which overpayment has been made.

Signature of ratepayer:

Print full name:

Date:

Contact phone no:

Email:

Position in company (if applicable):

Please return this completed form to:

**Business Rates Section
Rutland County Council
Catmose
OAKHAM
Rutland
LE15 6HP**

For more information please visit: www.rutland.gov.uk or www.businesslink.gov.uk