



Please complete this form immediately, to ensure that any Non-Domestic Rate liability is calculated correctly and that you are given the maximum time to pay, or that any overpayment is refunded as quickly as possible.

NON-DOMESTIC RATES – CHANGE OF OCCUPATION CERTIFICATE

1. Property Details	Property Number/Name					
	Street					
	District					
	Town					
	Post Code					
Details of the New Owner/Occupier/Tenant						
2. Are you the (please tick as appropriate)	Owner	<input type="checkbox"/>	Occupier	<input type="checkbox"/>	Tenant	<input type="checkbox"/>
3. Your Name and/or your Solicitors name						
4. Date Purchased/tenanted/leased						
5. Your former address and or your Solicitors address						
Occupation Details						
6. Date of Occupation						
7. Have you made any alterations to the property	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>		
8. Was the property empty before your occupation	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>		
Method of Payment						
9. Please indicate by which method you would prefer to make payment (please tick as appropriate)	Monthly	<input type="checkbox"/>	Quarterly	<input type="checkbox"/>		
	Half Yearly	<input type="checkbox"/>	Once a Year	<input type="checkbox"/>		
10. Do you wish to pay by (please tick as appropriate)	Direct Debit	<input type="checkbox"/>				
	Cash/Cheque	<input type="checkbox"/>				
Details of Former Owner/Occupier						
11. Name						
12. Forwarding address						
13. Date they vacated						
Signed				Date		
14. Address of signatory						

If you require help with this form or any further information, please contact my Non-Domestic Rates Section at the address shown above.