



Civic Centre
Rickergate
Carlisle
Cumbria CA3 8QG
Telephone (01228) 817234
cumberland.gov.uk

NON DOMESTIC RATES

Account Number:	
Property Reference:	
Date	

BUSINESS RATES PROPERTY VACATION FORM

Please complete this form with details of your vacation and lease end date.

Full address of property

1. Full name of occupier:
.....

2. Date stock moved out of the property:
.....

3 Name and address of new occupier (if known):
.....
.....
Date of new occupiers lease/licence (if known).....

4. If you were a leaseholder, please give the following information:
Date of expiry of lease

Full name and address of owner

5. If you were the owner and have sold the property please give the following information:

Date of completion of sale.....

Full name and address of new owner.....

.....

Name and address of your solicitor

.....

6. Your address for future correspondence, including final bills:

.....

.....

Email address if you would like the final bill issued by email

7. If you have moved to another property in this area please provide the details:

Address of property.....

Date stock first moved in.....

If you are the owner, date of completion of purchase.....

Name and address of your solicitor

.....

Name and address of previous owner (if known).....

.....

If you are the tenant, date your lease/licence commences.....

Name and address of owner.....

.....

8. Declaration: The information I have provided on this form is correct to the best of my knowledge and belief.

Signed Date

Print name Capacity in which signed

Day time telephone number Mobile number

Email address

After completing this form, please sign and return your reply to Freepost REVENUES AND BENEFITS SERVICES. Please write this on the envelope in the above format (Capitals), no address is needed.