

# NON DOMESTIC RATES

## Change of Circumstances Form

DATE OF ISSUE.....FORM ISSUED TO.....

ADDRESS.....

.....Postcode (if known).....

**Data Protection** – We are asking for the following information in accordance with the provisions of the Non Domestic Rates (Levying)(Scotland) Regulations 2003 and the Data Protection Act 1998. It may be shared for Non Domestic Rates purposes or as required by law within the Council, with other Councils and other public bodies.

**If you need assistance or further information please call Non Domestic Rates on 01463 702984  
Please complete each section in BLOCK CAPITALS**

### Details of Property

● Property description.....

● Property address.....

.....Postcode (if known).....

● Property reference number (if known).....

● Are you? (please tick)

Purchaser of property     Incoming tenant     Seller of property     Sub-tenant

Vacating tenant     Other (please specify).....

### Details of Outgoing Occupier

● Forename.....    ● Surname.....

● Company name.....

● Company Number (if Limited Co).....

● Contact telephone number.....

● **Forwarding address**.....

.....Postcode (if known).....

● Has the property been sold? (please tick)

Yes\*     No

\* If **Yes**, please give exact date of sale   .   .

● Has a tenancy ended? (please tick)

Yes\*     No

\* If **Yes**, please give exact end date   .   .

● Has a sub-tenancy ended? (please tick)

Yes\*     No

\* If **Yes**, please give exact end date   .   .

If Tenant/Sub-tenant please give name and address of party from whom you are renting property:

Name.....

Address.....

.....Postcode (if known).....

Date property vacated (if different from above)   .   .

● Are you now occupying a new property within the Highland area

Yes\*     No

\* If **Yes**, please give the address of your new property:

Address.....

.....Postcode (if known).....

Date of entry   .   .

## Details of New Occupiers

- Forename.....
- Surname.....
- Company name.....
- Company Number (if Limited Co).....
- Contact telephone number.....
- Contact address.....

.....Postcode (if known).....

- Has the property been bought? (please tick)

Yes\*  No

\* If **Yes**, please give exact date of purchase   .   .

- Has a tenancy started? (please tick)

Yes\*  No

\* If **Yes**, please give exact start date   .   .

- Has a sub-tenancy started? (please tick)

Yes\*  No

\* If **Yes**, please give exact start date   .   .

If Tenant/Sub-tenant please give name and address of party from whom you are renting property:

Name.....

Address.....

.....Postcode (if known).....

If there is a period between tenants or there is no new tenant, please advise what use was made of the property.....

## Declaration

I declare that the information I have given on this form is true and accurate.

I understand that if I give false information I may be prosecuted.

Signature..... Date   .   .

Name.....

Contact telephone number.....

### Completed forms should be returned to:

Non Domestic Rates, The Highland Council Policy and Development Team,  
Exchequer Section, PO Box 5650, Inverness IV3 5YX

**or handed in to your local Service Point.**

Please note under Local Government (Scotland) Act 1947 changes of occupation should be reported within 7 days.