



NON DOMESTIC RATES

Change of Circumstances Form

DATE OF ISSUE
ADDRESS

FORM ISSUED TO

Postcode (if known)

**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

- Property reference number (if known)
- Are you? (please tick)

<input type="checkbox"/>	Purchaser of property	<input type="checkbox"/>	Incoming Tenant	<input type="checkbox"/>	Seller of property	<input type="checkbox"/>	Sub-tenant
<input type="checkbox"/>	Vacating tenant	<input type="checkbox"/>	Other (please specify)				

Details of Outgoing Occupier

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

..... Post Code (if known)

- Has the property been bought? (please tick)

Yes* No

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

- Has a tenancy / 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 tenant, please advise what use was made of the property.....

Declaration

Please read this declaration carefully before you sign and date it.

Warning: It is an offence to give false information. I declare that the information I have given on this form is correct and complete. I understand that if I give information that is wrong or not complete or fail to report a change, which may affect my relief, I may be prosecuted.

A privacy notice explaining how The Highland Council manages your information for the purpose of collecting non domestic rates and administering rates reliefs is detailed here:

www.highland.gov.uk/privacy-Non_domestic_rates_payments Please tick this box to confirm that you have read the privacy notice

Signature.....Date

Name.....

Contact telephone number..... Email Address

Completed forms should be returned to:

Non Domestic Rates, The Highland Council, PO Box 5650, Inverness, IV3 5YX,
 nondomesticrates@highland.gov.uk or handed into your local Service Point.

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