



NON DOMESTIC RATES

Change of Circumstances Form

Date of issue:		Form issued to:	
Address:		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 (including postcode):	
Property Reference Number (if known):	
What Change are you reporting?	Please tick below as applicable
Sale of property	<input type="checkbox"/>
Purchase of property	<input type="checkbox"/>
Change in tenancy	<input type="checkbox"/>
Other (please specify):	

Details of Outgoing Occupier

Name:	
Company Name:	
Company Number (if Limited Co):	
Contact Telephone Number:	
Forwarding Address (and postcode):	
Date of sale/change of tenancy*):	

Details of New Occupiers

Name:	
Company Name:	
Company Number (if Limited Co):	
Contact Telephone Number:	
Contact Address (and postcode, if known):	
Date of entry (if different from above*):	
Please provide any other additional information you believe is relevant:	

Please provide a copy of the lease for the property if applicable. This applies if this form is submitted by either the owner or tenant.

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:	
Name:	
Date:	
Email Address:	
Contact telephone number:	

Completed forms should be returned to:

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