

Moray Council TAXATION SERVICES Non Domestic Rates Change of Ratepayer Form

	2111		
	Office use Only		
Name	Account Reference		
Address	Date of Issue		
	Please return by		
Postcode			
Introduction			
The information provided by you on this form will be used to calculate any charge you will be due to pay on your Non Domestic property.			
Completion Instructions			
If you are no longer, or have become, the ratepayer in a Non Domestic property, please complete this form using BLOCK CAPITALS and black ink .			
Parts 1 to 4 should be filled in by the ratepayer (as named on the bill).			
Part 1: Property Address			
Account Reference (if known)			
Property Reference (if nown)			
Property Address			
Po:			
Part 2: Former Ra			
Part 2: Former Ra			
Please complete the following where appropriate	atepayer		
Please complete the following where appropriate Name of Former Ratepayer	atepayer		
Please complete the following where appropriate	atepayer		
Please complete the following where appropriate Name of Former Ratepayer Forwarding address	atepayer		
Please complete the following where appropriate Name of Former Ratepayer Forwarding address Email	atepayer		
Please complete the following where appropriate Name of Former Ratepayer Forwarding address	one		
Please complete the following where appropriate Name of Former Ratepayer Forwarding address Email Telephone Are <u>you</u> the (please tick as appropriate) Former Owner Former Tenant	one		
Please complete the following where appropriate Name of Former Ratepayer Forwarding address Email	one		
Please complete the following where appropriate Name of Former Ratepayer Forwarding address Email Telephone Are <u>you</u> the (please tick as appropriate) Former Owner Former Tenant	one		
Please complete the following where appropriate Name of Former Ratepayer	one		
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Please complete the following where appropriate Name of Former Ratepayer	one		

Part 3: New Ratepayer				
Please complete the following where appropriate				
Name of New Ratepayer				
Address				
EmailTelephone				
Are <u>you</u> the (please tick as appropriate)				
New Owner	New Tenant	New Occupier		
Exact date you purchased or leased the property				
Exact date you started trading from the property				
If the above dates differ and the property was empty, please indicate reason				
Name and forwarding address of former occupier (if known)				
Name of Solicitor / Agent dealing with the sale				
If you are a tenant or occupier, please provide the following details along with a copy of the signed lease				
Landlord nameLandlord telephone number				
Landlord address				
Landlord Email				
Your trading name (in full)				
Are you a (please tick as appropriate)?				
Limited Company	Company registration num	Company registration number		
Partnership	Full name of partner/s	Full name of partner/s		
Sole Trader	Name of trader			
Charity	OSCR Registration number	er		
Part 4: Declaration				
declare that the information on this application is true and correct. I authorise the Council to make any necessary enquiries to check the information given on this application, including cross checking details with other Council Services and external Organisations. I undertake to inform you of any change in circumstances as soon as it occurs. I understand hat if I give information that is incorrect or incomplete or fail to report changes in circumstances, I may be prosecuted.				
Signature		Date		
Print Name		Telephone		
Email		Mobile		
Rates liability will be stored by us in ac 2018. The information that we hold m	accordance with the General Data Protection must be accurate, up to date, and kept only for efer to our published Non Domestic Rates P	by you for the purposes of determining Non Domestic Regulation (GDPR) and the Data Protection Act (DPA) or as long as necessary. It is shared only where we are Privacy Notice for more information. It can be found at		

Please return this form to: Moray Council, Taxation Services, High Street, Elgin, IV30 1BX.

If you require any further information regarding this form, please contact us by:

Telephone: 01343 563456 Email: ratesforms@moray.gov.uk Visit our website: www.moray.gov.uk