



**National Non-Domestic Rate
Notification of Change of Occupier
Occupation Form**



**Please return the completed form to:
The Head of Revenue Services, P O Box 4, Town Hall, Lancaster LA1 1QR.**

New Occupier Details		
Property Reference Number		Name of Occupier(s)
Address		
Date of Occupation (i.e. when goods moved in)	If purchased property, the completion date of purchase	If tenant, the date lease commences and ends
If purchased, please provide the name and address of your solicitor		If tenanted, please provide the name and address of owner/landlord and a signed copy of your lease.
Please state the type of business/usage of the premises		
Address for accounts (for Limited Companies the Registered Office will be used unless alternative address given here)		Previous Address and Date of Vacation (if in the area of Lancaster City Council)
Company Number: VAT Registration Number:		
Previous Occupier Details		
Name of previous occupier		New Address
Date of Vacation		
Additional Information		
Information supplied by		Contact telephone number and email address (in the event of a query)
Date		

If you run a small business, help may be available for you to pay your bills, with Small Business Rate Relief. Please read and complete the declaration overleaf.



Small Business Rate Relief

If you occupy one property in England with a rateable value of less than £15,000 OR occupy one main property, with other additional properties each having a rateable value of less than £2,900, whilst the total value of all the properties remains less than £20,000, you meet the criteria for Small Business Rate Relief and should complete and sign the following declaration:- :-

Do you occupy another property in England?	YES / NO
If you answered "YES" to the above questions, please provide details of other properties you are liable for:	
Date from which relief sought:	
I confirm that the properties listed above are the only business properties in England occupied by: (insert name of ratepayer)	

Declaration.

I understand that it is a criminal offence to make a false statement when making an application for small business rate relief.

I accept responsibility for making this return and I declare that the information given is true and accurate to the best of my knowledge and belief.

Signature of the Ratepayer / person authorised to sign:	Capacity of person signing:
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Changes In Circumstances

Ratepayers are obliged to notify the Council awarding Small Business Rate Relief of the following:

- Increases in the Rateable Value of a property occupied by the ratepayer that is not in the area of the billing authority granting Small Business Rate Relief. This must be notified in writing within 4 weeks of the increase.
- Occupation of a property not mentioned when originally applying for relief.

If a ratepayer does not notify the billing authority of the above within a 4 week period, they will lose relief from the date of the change/occupation until the date they do notify the authority.

The cost of this relief is paid for by other ratepayers and it is a criminal offence for a ratepayer to provide false information when making an application for Small Business Rate Relief.

