# BUSINESS RATES - CHANGE OF LIABILITY FORM

Please complete this form with details of the new occupiers/leaseholders and return it to the address above or by email to businessrates@southglos.gov.uk as soon as possible. Your co-operation in completing this form will help us determine your correct liability for Business Rates.

**Property address:**

**Billing Number (if known):**

**OUTGOING RATEPAYER DETAILS:**

|  |  |
| --- | --- |
| Date property vacated: |  |
| Date property sold: |  |
| Date lease terminated: |  |
| Name of outgoing ratepayer: |  |
| Forwarding address: |  |
| Email address |  |

**NEW RATEPAYER DETAILS:**

|  |  |
| --- | --- |
| Name of new ratepayer: |  |
| Billing address (if different): |  |
| Email address |  |
| Date property purchased: |  |
| Date lease commenced: |  |
| Date of occupation: |  |

**OWNER DETAILS (if different):**

|  |  |
| --- | --- |
| Name of owner: |  |
| Address of owner: |  |
| Telephone Number: |  |
| Email address: |  |

**AGENT DETAILS:**

|  |  |
| --- | --- |
| Name of agent: |  |
| Address of agent: |  |
| Telephone Number: |  |
| Email Address: |  |

**YOUR CONTACT DETAILS:**

|  |  |
| --- | --- |
| Name (please print): |  |
| Telephone Number: |  |
| Email address: |  |
| Signature: |  |
| Date: |  |

**If you have any queries regarding this letter or need to provide information you can:**

* Contact us on telephone number 01454 867700
* Write to us at the address shown above
* Visit one of our One Stop Shops at:
	+ Civic Centre, High Street, Kingswood
	+ Yate Area Office, West Walk, Yate
	+ The Patchway Hub,Rodway Road,Patchway