

Business Rates Change of Circumstances Notification Moving In / Moving Out / Change of Owner / Change of Leaseholder



GOSPORT
Borough Council

Please complete and return this form to: Local Taxation Section, Gosport Borough Council, Town Hall, High Street, Gosport, PO12 1EB

E-mail: businessrates@gosport.gov.uk

Website: www.gosport.gov.uk

Telephone: (023) 9254 5470

Address of Property:

For Occupation of Property

Full Name(s) of Occupier(s):

Please indicate if:

Sole Trader / Partnership / Limited Company / Registered Charity / Other

Company Registration Number:

Charity Registration Number:

Occupier's Home Address or Registered Office:

Date of Occupation:

Details of Lease (if Applicable)

Start Date of Lease/Licence:

End Date of Lease/Licence:

Name of Landlord:

Address of Landlord:

Forwarding address of previous Occupier (if known)

Payment Method

You can choose to pay your business rates annually, half yearly, quarterly or monthly in 10 or 12 instalments. We offer a choice of three payment dates (1st, 15th or 20th) To pay by Direct Debit or for further information on paying refer to Business Rates – How to Pay Section on www.gosport.gov.uk. (Unless instructed otherwise will give you 10 monthly instalments due 1st month by Cash/Cheque)

For vacating / moving out of property

Business Rates Account Number:
Name of Outgoing Occupier:
Forwarding Address:
Date of Vacation:
Date Lease / Licence Ends:
Name of Landlord:
Address of Landlord:
If lease has been surrendered, is this in agreement with the landlord? (if yes, please provide a copy of the letter accepting early surrender) Yes / No
If the lease has been re-assigned, please give the assignees name and address (please provide a copy of the agreement)
If vacating before end of lease, is the property empty (other than fixtures and fittings)

For Change of Owner

Name and address of vendors solicitors:
Details of the new owners (if sold)
Date of Sale:

Declaration

I am the ratepayer, or authorised to sign on behalf of the ratepayer. The information I have provided is correct to the best of my knowledge and belief. I confirm that I will inform the Local Taxation Section immediately if circumstances change that may affect the ratepayer's liability.

Signature:

Date: / /

Please Print Name:

Capacity in which signed:

Data Protection

Gosport Borough Council is required by law to protect the public funds we administer. Information provided may be shared with other bodies responsible for auditing or administering public funds in order to prevent and detect fraud, the collection of debts or to assist in the discharge of other statutory functions. Further information is available under Fair Processing Notice on our website at www.gosport.gov.uk