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NATIONAL NON-DOMESTIC RATES – VACATION FORM
Local Government Finance Act 1988

(Please use **BLOCK CAPITALS**)

	Property Reference:	
1. Address of Premises (inc post code)	Description	RV

I understand that you are no longer the Rateable Occupier of this property. To authorise me to adjust your liability, please complete this form and return it to the address above within **FOURTEEN DAYS**

2.	Full name(s) of Rate payer(s)		
3.	Full name of company / Organisation / and or trading name	Company Number:	
4.	Do you own the Property?	Yes/No	
5.	(If no name and address of landlord)		
6.	Date of Rateable Vacation	Date of Sale or Lease Sale	
7.	Date of last payment?	Please cancel my Direct Debit / Standing Order	
8.	New address you are liable to pay Business Rates to WLBC		
9.	Name and contact address of new rateable occupier / owner (if known)		
10.	Date Occupied		
11.	Name and address of Solicitor or Agent (if applicable)		

I declare that the information given on this application are correct

Name

Signature

Position

Date

Correspondence Address (inc post code)	
Telephone Number	
E-mail address	

TRADE REFUSE COLLECTION

Your Business Rates DO NOT cover any payments for Refuse Collection.
Please contact the Trade Administration – Telephone 01695 724871