

Please ask for: Revenues & Benefits Service (Business Rates)

Direct Line: 0116 299 3900

Business Rates Ref:



On-Line Form

Please write your name and the address this application is for in the box.

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Revenues & Benefits Service

Ground Floor

Wellington House

22-30 Wellington Street

Leicester, LE1 6HL

Tel: 0116 299 3900

Fax: 0116 254 7322

Business.rates@leicester.gov.uk

National Non-Domestic (Business Rates) Notification of Leaving Form

Please fill in this form and return it to us within 21 days. If you have any questions about the form please telephone us on 0116 299 3900, or e-mail us at business.rates@leicester.gov.uk, or visit us at the above address.

Full name of person(s) or Limited company that is moving out of the above property.	
Please give the exact date you moved out. (This is when all furniture and stock were finally removed from the property.)	
Please give the new address you are/have moved to, or your correspondence address.	
If you have moved to a new business address in the City, will you be the business ratepayer at that new address?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Please tick the relevant box to confirm if you were the owner or rented the property, and give the date of sale or when the tenancy ended.	Owner <input type="checkbox"/> Completion (Sale) Date: Tenant <input type="checkbox"/> Tenancy End Date:
If you have sold the property please give the full name and address of your solicitors.	
If you have sold the property please give the full name and previous address of the purchaser.	
If you still own the property please tick the relevant box to confirm it's current status. Please give the full name and previous address if known of the new occupier. Please see the explanatory note over the page.	Empty and for sale <input type="checkbox"/> Empty and for rent <input type="checkbox"/> Rented to a tenant <input type="checkbox"/> Empty <input type="checkbox"/>
If you still own the property and have ticked the box to confirm it is for sale or rent, please give the selling/managing agent's full name and address.	
If you still own the property and have ticked the box to confirm it is rented out, please give the tenant's full name and previous address if known.	
If you rented the property please give the full name and address of the owner or managing agent.	
Please give the addresses of any other properties within the City for which you receive a separate business rates account.	

Declaration:

I declare the information that I have given on this form is correct to the best of my knowledge.

Signature:

Print Full Name:

Date:

Phone Number:

Data Protection

The personal information requested on this form is requested by law for Business Rate purposes. It may also be shared, by law, with other councils and with law enforcement agencies for the prevention or detection of crime, or the apprehension or prosecution of offenders.

Explanatory Note

Please note that person(s) entitled to possession of certain classes of empty property may be liable for payment of unoccupied property rates after the property has been empty for a maximum of three months. More information about empty property rates can be obtained by contacting the Local Taxation section using any of the methods shown over the page.

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Refund of Overpayment

If business rates have been paid in excess of the amount now due a refund can be issued. The business ratepayer needs to sign this section **personally** (or in the case of someone that is deceased, the executor(s) or administrator(s)).

I request a refund of National Non-Domestic (Business) Rates overpaid by me in respect of:

Please write the address the refund is for in this box.

I declare that, if the refund arises as a result of my having vacated or sold the above premises, no rates have been recovered by me from the purchaser or incoming occupier of the premises for the period or any part of the period for which overpayment has been made.

Signature of Ratepayer:

Print Full Name:

Date:

Phone Number:

Position in Company (if applicable):

Please return this completed form to: FREEPOST RRBZ-TECL-GRLZ, Leicester City Council, Adults & Housing Department, Revenues & Benefits Service, Wellington House, 22-30 Wellington Street, Leicester LE1 6HL. (No stamp is needed.) If you have any further questions, please contact us on 0116 299 3900