



Copeland Borough Council
The Copeland Centre
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NON DOMESTIC RATES

For office use only
Account number:
Property reference:
Date:

BUSINESS RATES PROPERTY VACATION FORM

If you have left or sold a property please complete this form and return to the address above.

Full address of property.....
.....

1. Full name of occupier:
.....

2. Date stock moved out of property:
.....

3. Name and address of new occupier (if known):
.....
.....

4. If you were a leaseholder, please give the following information:
Date of expiry of lease.....
Full name and address of owner.....
.....

5. If you were the owner and have sold the property please give the following information:
Date of completion of sale.....
Full name and address of new owner.....
.....

Continued overleaf

6. Your address for future correspondence:

.....
.....

7. If you have moved to another property in this area please provide details:

Address of property

Date stock moved in.....

If you are the owner, date of completion of purchase.....

Name and address of previous owner

(if known)

.....

If you are the tenant, date your lease/licence commences

And name and address of owner.....

.....

8. Declaration: The information I have provided on this form is correct to the best of my knowledge and belief.

Signed Date

Full name Capacity in which signed

(block capitals)

Your daytime telephone number, in case of query

11. INFORMATION BY TELEPHONE given by..... Capacity.....

Telephone Number..... Date

Taken By (block caps)..... Signature