



Business Rates, Service
Commissioning, PO Box 8045,
BURTON UPON TRENT,
DE14 9JG

Business Rates – Are you selling or leaving your business address?

(If so, please fill in this form.)

Your Business Rate account number:	Property reference number: (for office use only)
Address of the property:	Are you the owner or tenant? (Please tick) Owner <input type="checkbox"/> Tenant <input type="checkbox"/>
If you are the tenant of the property, please give the name and address of the owner, and the date on which the lease ends.	Name: Address: Date:
Please give the date when all furniture and belongings were removed from the property. (We can only grant Empty Property Relief when the property has been totally cleared of all stock, fixtures and fittings.) We regularly check empty properties.	Was any part of the property in domestic use? (Please tick) Yes <input type="checkbox"/> No <input type="checkbox"/>
Full names or company name:	
New business address and phone number:	
Home addresses and phone numbers of any partners in the business:	
If this is a limited company, please give your registered office address.	

Please fill in both sides of this form.

The name, address and phone number of your solicitor or sales agent:	
Please give the name of the person or company buying or leasing the property and their present address.	
Please give the date they take over the property.	
The name, address and phone number of their solicitor or sales agent:	
The information I have given is correct.	
Signature:	Date:
Name (in block letters):	Position:
If there is a refund due on the account and you would like this to be paid directly to your bank please provide the following details:-	
Bank account number:	Bank sort code:
Bank account name:	

If you need to contact us

Phone: 01283 508416 01283 508417 01283 508418	In person: The Customer Service Centre in the Market Place in Burton upon Trent.
E-mail: nndr@eaststaffsbc.gov.uk	Fax: 01283 508388
Post: The Business Rates Section East Staffordshire Borough Council Service Commissioning PO Box 8045, BURTON UPON TRENT, DE14 9JG	

Please make sure you fill this form in fully and return it within seven days to ensure you do not receive an incorrect or incomplete bill.