

## Notification of vacation form for non-domestic rates

1. Account number

2. Property address

3. Full name and forwarding address of outgoing occupier

4. Trading name (If not limited company)

5. Date of vacation (date all items removed from the property)

6. Responsibility end date (termination of lease/completion of sale)

7. New occupier details (if known)

8. Name and address of property owner

9. Any other relevant information

**Please use a separate sheet if required**

**Declaration**

**I certify that the above information is correct**

Name (please print): .....

Signature: .....

Date: .....

## Further Advice on Rate Relief

Further advice or information can be obtained from the Non–Domestic Rate Service on **0845 300 5562**.

Please return your completed application form to: **Non-Domestic Rates Section, South Oxfordshire District Council, PO Box 162, Erith, DA8 9DS**

## Alternative formats

'You can get our non-domestic rate relief application in alternative formats, upon request. These include large print, Braille, audio cassette, computer disk and email.

Please contact the Non–Domestic Rate Service.



**0845 300 5562**



[sodc.businessrates@secure.capita.co.uk](mailto:sodc.businessrates@secure.capita.co.uk)