



Financial Services Division  
PO Box 58  
Civic Centre  
Beecroft Road  
Cannock  
Staffordshire  
WS11 1LR

### NATIONAL NON-DOMESTIC RATE CERTIFICATE OF VACATION OF PROPERTY

Property Ref.	
Bill Ref.	
Issue Date	
Please ask for :	_____
Helpline No. Cannock (01543)	_____

Dear Sir/ Madam,

In order to ensure that you are issued with a correct Rate Demand Notice on your vacation from the property, I shall be obliged if you will complete the certificate below and return it to me as soon as possible in the envelope provided.

If you require further information or assistance in dealing with this matter, please contact my staff at the address shown above or ring the helpline number.

Yours faithfully,

M. Edmonds  
Chief Revenues and Benefits Officer

Fold

Fold

**Notes:**

1. Sections A and B are to be completed by limited companies.
2. Sections A and C are to be completed by sole traders/partnerships.
3. For rating purposes, occupation ceases when stock or materials are removed and not when trading ceases, should they be different dates.
4. The owner or person entitled to possession of a property may become liable for empty rate charges when it has remained unoccupied for three months.

**SECTION A**

1. Address of property concerned if different from above:

\_\_\_\_\_  
\_\_\_\_\_ Post Code \_\_\_\_\_

2. Date of vacation (see notes): \_\_\_\_\_

3. Will the property remain empty upon vacation? Yes  No

4. If the property has been sold or a lease/rental agreement has ceased, please give the following details:

(a) Date of completion/Date lease ceased/Date rental agreement ceased : \_\_\_\_\_  
(please delete as appropriate)

(b) If sold, the name and address of your Solicitor:

\_\_\_\_\_  
\_\_\_\_\_ Post Code \_\_\_\_\_

\_\_\_\_\_

Post Code \_\_\_\_\_

(d) Name(s) of new owners/occupiers (if known) : \_\_\_\_\_  
\_\_\_\_\_

5. Your new or forwarding address to which you would like a refund or final account sent:  
\_\_\_\_\_  
\_\_\_\_\_ Post Code \_\_\_\_\_

6. If your new address is in the Cannock Chase area, will you be responsible for Non-Domestic Rates there?  
(please tick as appropriate)

Yes  No

If yes, please complete a Certificate of Occupation for that address in addition to this certificate.

**SECTION B**

If the property has been vacated by a limited company, please give the following details.

1. Full title of Company: \_\_\_\_\_
2. Registered Office: \_\_\_\_\_  
\_\_\_\_\_ Post Code \_\_\_\_\_
3. Registration No.: \_\_\_\_\_
4. Date of Registration: \_\_\_\_\_

**SECTION C**

1. Name(s) of proprietor/partners vacating the property:

Please list below the full name(s) and home address(es) of proprietor/partners vacating the property.

Name \_\_\_\_\_ Address \_\_\_\_\_  
\_\_\_\_\_ Post Code \_\_\_\_\_

Name \_\_\_\_\_ Address \_\_\_\_\_  
\_\_\_\_\_ Post Code \_\_\_\_\_

Name \_\_\_\_\_ Address \_\_\_\_\_  
\_\_\_\_\_ Post Code \_\_\_\_\_

2. Name of Business: \_\_\_\_\_

**DECLARATION**

I certify that the above information is correct.

Information supplied on this form will be used to maintain Non-Domestic Rate, Council Tax and Community Charge records as registered with the Data Protection Register under the Data Protection Act 1984.

Signed: \_\_\_\_\_

Full Name: \_\_\_\_\_

Date: \_\_\_\_\_