



**Moray Council
TAXATION SERVICES
Non Domestic Rates
Change of Ratepayer Form**

Name.....
 Address.....

 Postcode.....

Office use Only

Account Reference.....
 Date of Issue.....
 Please return by.....

Introduction

The information provided by you on this form will be used to calculate any charge you will be due to pay on your Non Domestic property.

Completion Instructions

If you are no longer, or have become, the ratepayer in a Non Domestic property, please complete this form using BLOCK CAPITALS and **black ink**.
Parts 1 to 4 should be filled in by the **ratepayer** (as named on the bill).

Part 1: Property Address

Account Reference (if known).....
 Property Reference (if known).....
 Property Address.....
 Postcode.....

Part 2: Former Ratepayer

Please complete the following where appropriate

Name of Former Ratepayer.....
 Forwarding address.....

 Email..... Telephone.....
 Are **you** the (please tick as appropriate)
 Former Owner Former Tenant Former Occupier
 Exact date property was sold or lease ended.....
 Exact date you ceased trading at the property.....
 If the above dates differ and the property was empty, please indicate reason.....

 Name of New Owner / Tenant / Occupier (if known).....
 Name of Solicitor / Agent dealing with the sale.....
 If the property was leased, please provide the following details:
 Landlord name..... Landlord telephone number.....
 Landlord address.....
 Landlord Email.....

Part 3: New Ratepayer

Please complete the following where appropriate

Name of New Ratepayer.....

Address.....

Email.....Telephone.....

Are **you** the (please tick as appropriate)

New Owner New Tenant New Occupier

Exact date you purchased or leased the property.....

Exact date you started trading from the property.....

If the above dates differ and the property was empty, please indicate reason.....

Name and forwarding address of former occupier (if known).....

Name of Solicitor / Agent dealing with the sale.....

If you are a tenant or occupier, please provide the following details along with a copy of the signed lease

Landlord name.....Landlord telephone number.....

Landlord address.....

Landlord Email.....

Your trading name (in full).....

Are you a (please tick as appropriate)?

Limited Company Company registration number

Partnership Full name of partner/s

Sole Trader Name of trader

Charity OSCR Registration number

Part 4: Declaration

I declare that the information on this application is true and correct. I authorise the Council to make any necessary enquiries to check the information given on this application, including cross checking details with other Council Services and external Organisations. I undertake to inform you of any change in circumstances as soon as it occurs. I understand that if I give information that is incorrect or incomplete or fail to report changes in circumstances, I may be prosecuted.

Signature Date

Print Name Telephone

Email Mobile

Moray Council is the data controller for this process. The information provided by you for the purposes of determining Non Domestic Rates liability will be stored by us in accordance with the General Data Protection Regulation (GDPR) and the Data Protection Act (DPA) 2018. The information that we hold must be accurate, up to date, and kept only for as long as necessary. It is shared only where we are legally obliged to do so. You may refer to our published Non Domestic Rates Privacy Notice for more information. It can be found at <http://www.moray.gov.uk/downloads/file123143.pdf>

Please return this form to: **Moray Council, Taxation Services, High Street, Elgin, IV30 1BX.**

If you require any further information regarding this form, please contact us by:

Telephone: **01343 563456** Contact: **moray.gov.uk/NDRenquiry** Visit our website: **www.moray.gov.uk**