



NON-DOMESTIC RATES CHANGE OF OWNER/OCCUPIER Moving in form

Please complete your details in the white boxes below

Name:		Date:	
Address:		Account Reference: (if known)	
		Property Reference:	

Property address:	
Billing address (if different from above):	
Contact telephone number (s):	
Email address:	
Business Name:	
Is this a limited company?	
Date moved in to premises:	

IF YOU WISH TO PAY BY DIRECT DEBIT PLEASE COMPLETE BELOW:

Bank Account Sort Code:				
Bank Account Number:				
Bank Account Name:				
Bank Address:				
Payment date:	1st of Month	<input type="checkbox"/>	15th of Month	<input type="checkbox"/>
Do you wish to pay over 12 months?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

IF PROPERTY PURCHASED PLEASE COMPLETE BELOW:

Completion date:	
Name & address of solicitor: (acting for purchaser)	

Continued over page

IF PROPERTY IS RENTED PLEASE COMPLETE BELOW:

Date lease commenced:	
Full name of landlord:	
Address of landlord:	
Contact name for landlord:	
Landlords telephone number:	
Name and address of solicitor: (acting for landlord)	

IF YOU WISH TO CLAIM SMALL BUSINESS RATE RELIEF PLEASE COMPLETE BELOW:

Is this your only business premises in England?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If <u>no</u> please give full address of any additional business premises:	
Do you receive Small Business Rate Relief for the property named above?	
Name of Local Authority issuing the rates bill for additional premises:	

Signed:	
Print name:	
Dated:	

Privacy Notice

Torrige District Council collects stores and processes your personal information in accordance with the requirements of the General Data Protection Regulation (Regulation (EU) 2016/679) and Data Protection Act 2018.

Our lawful basis has been determined as:

Legal Obligation – processing is necessary for us to comply with the law

Personal information provided on this form may be shared with other council services where this assists in the delivery of those services.

Personal information provided on this form may be shared with third parties where we are legally obliged to do so, or where this is necessary to enable us to provide the service requested.

To view our full privacy policy including information on your rights, how to contact the Data Protection Officer, data retention information, more detail on information sharing and how to provide feedback or make a complaint, please see the privacy pages of our website

Website: <http://www.torrige.gov.uk/privacynotice/>

Alternatively, a full copy of our privacy policy can be viewed at our main office or a copy can be requested by writing to the Data Protection Officer at Riverbank House, Bideford, Devon, EX39 2QG.